



U.S. Family Care Leave of Absence FAQ

This document provides an overview. It is not intended to be a complete description. If there is any conflict between the information presented here and the official Leave of Absence Policy, the policy will govern.

Q: What is Family Care Leave?

A: Family Care Leave is time off to care for an immediate family member who has a serious illness.

Q: Will I receive pay during my Family Care Leave?

A: You will receive 100% of your pre-leave salary (TTC for commissioned employees) for up to 5 weeks (25 weekdays) if you are taking Family Care Leave for your spouse/domestic partner, child or parent. After the five-week paid leave, additional days are unpaid.

Q: I live in a state that has a Paid Family Leave (PFL) benefit. Can I use this benefit in conjunction with the Family Care Leave to receive income?

A: If you are taking Family Care Leave and you work in California, New Jersey, New York, Rhode Island, Hawaii, and Washington, you may be eligible to receive between 4 to 12 weeks, depending on the state, to partially replace lost earnings.

- California employees who participate in the Adobe Voluntary Disability Insurance (VDI) plan should note that PFL is a component of VDI. So, you only need to apply through Lincoln Financial to access PFL benefits. California employees who opted out of VDI will need to apply for this benefit through the CA Employment Development Department (EDD). Lincoln can explain the process on how to apply for State Disability Insurance (SDI) benefits.
- New Jersey employees will need to apply for PFL with the NJ Department of Labor and Workforce Development (LWD). Lincoln can help explain the process.
- New York employees only need to apply through Lincoln Financial to access PFL benefits.
- Rhode Island employees may be eligible to receive up to 4 weeks of income benefits (referred to as Paid Family Leave or PFL) to partially replace lost earnings. Rhode Island employees will need to apply for this benefit through the Rhode Island Temporary Caregiver Insurance Program (TCI). This program mirrors the Rhode Island Temporary Disability Insurance (TDI). Lincoln can help explain the process.
- Washington employees will need to apply for this benefit through the Employment Security Department Paid and Medical Family Leave Program. Lincoln can help explain the process.

Q: Does Family Care Leave impact my health care benefits?

A: No, Adobe will waive your contributions for the pay periods you are not paid by Adobe. For the impact to your other benefits, see the [Leaves of Absence Policy](#) and refer to the section called [Your Benefits During a Leave of Absence](#). Once you are in the document, reference Medical Leave and/ or Family Care Leave.

Q: Does Family Care Leave impact my ESPP and 401k?

A: Your contributions to these plans will cease while you're not receiving a paycheck from Adobe. Please see the Adobe Leave of Absence Policy to find a full list of benefits and how they are impacted by Leave type.

Q: What are the eligibility requirements for taking a Family Care Leave?

A: You're eligible to take a Family Care Leave under Family Medical Leave Act (FMLA) if you've worked at Adobe for at least 12 months and 1,250 hours.

Q: How long can I take off for Family Care Leave?

A: If you have been employed by Adobe for 1 year and have worked a total of 1,250 hours, you are eligible for Family Care Leave under Family Medical Leave Act (FMLA), which provides a total of 12 weeks of leave within the designated 12-month period. Contact Liberty Mutual Insurance to verify your FMLA eligibility.

Q: Do I have to take all of my Family Care Leave at one time?

A: No. You can take it consecutively or intermittently up to 12 workweeks within a 12-month period.

Q: Do holidays extend out my Family Care Leave?

A: No. Family Care Leave is inclusive of any holidays that occur during the leave.

Q: Does my Family Care Leave push out my Sabbatical date?

A: Your Sabbatical eligibility date will not be pushed out unless your leave exceeds 1 year (365 days). If it exceeds 1 year, then your Sabbatical eligibility date will be adjusted by the number of days beyond the 365 days.

Q: Is my job protected if I go on Family Care Leave?

A: When you return to work from a Family Care Leave within the time required by law, you will be reinstated to your original or equivalent position and will receive pay and benefits equivalent to those you received before your Family Care Leave.

Q: I'm enrolled in the Flexible Spending Account (FSA) program. How do I ensure I still meet my annual FSA election?

A: You can make a catch-up contribution, which ensures you meet your annual election. Contact the ERC at ext. 6-HELP (408-536-4357) or erc@adobe.com to get instructions on how to get started with a catch-up contribution.

Q: I'm enrolled in the Aetna HealthSave HSA Plan. How can I ensure I still meet my annual HSA election?

A: If you contribute to your HSA, you will not receive an Adobe Paycheck while on Family Care Leave; therefore, your employee HSA contributions will stop, but your employer contributions will continue. To ensure you meet your annual election, you may submit changes to your pre-tax HSA Contribution through the [Adobe Benefits Enrollment Site](#) at any time, whether or not you are on an LOA. You have the option to increase, decrease or make a lump-sum contribution. If you need help with calculating the amount or planning the timing, contact the Employee Resource Center at ext. 6-HELP (408-536-4357) or erc@adobe.com.

Q: Does the Employee Assistance Program (EAP) offer any services to employees with a seriously ill family member?

A: Yes. The EAP offers many services to new parents and families with an ill family member. To learn more, go to MyLifeValues.com (Username: AdobeEAP password: Adobe) or call 800-884-9565.

Q: Does Adobe offer any other benefits that support employees with a seriously ill family member?

A: Yes. You can find information about these benefits and eligibility on benefits.adobe.com under [Employee discounts & perks](#) > Personal & family services.

Q: Whom can I contact with questions?

A: For general questions regarding a Family Care Leave or to inquire about an existing claim or leave, contact Liberty Mutual by phone at 888-873-5476 or by email at adobeadmin@lfg.com. To initiate a Family Care Leave, contact Liberty at 800-459-3772 or online at www.mylincolnportal.com (Log in with **Company Code:** ADOBELOA).