



U.S. Personal Leave of Absence Checklist

- Review the following resources prior to filing your claim with Liberty Mutual.**
 - [Personal Leave of Absence video](#)
 - [Personal Leave of Absence FAQ](#)
 - [Leave of Absence Policy](#)
 - Review the Eligibility section to confirm your eligibility.
 - Review the [impact to your benefits](#).
- Discuss your leave plans with your manager no less than 60 days before you intend to start your leave.** This will allow your manager time to assess the impact of your leave to the business and plan for coverage. Provide your expected leave start date (your first day out of the office) and expected return-to-work date.
- Open your Personal Leave claim online at My Lincoln Portal approximately 60 days before your leave start date.** Open your leave claim by visiting [MyLincolnPortal](#) and entering **Company Code: ADOBELOA**. You may also call a Lincoln Financial intake specialist at **800-459-3772**. Provide your expected leave start date (your first day out of the office). Lincoln will provide you with a Personal Leave of Absence Application form, which requires signed approval from your manager. Return the signed form to Lincoln. Lincoln is available to assist you before and during your leave with any questions.
 - If you've never taken a leave of absence (LOA), choose *New User* and create an account.
 - You will need your employee ID, which can be found on [Workday](#) under *My Information*.
- If you have any approved, business-related approved expenses that you haven't submitted for reimbursement, submit them via Concur prior to your leave.**
- Enroll in COBRA to continue your health benefits after 30 days.** You will receive a COBRA enrollment packet from Tri-Ad when your Adobe benefits end. If you choose not to enroll in COBRA, your benefits will discontinue.
- 2 weeks prior to returning from your leave:** Contact your manager and Lincoln Financial to confirm your return-to-work date.
- Re-enroll in health benefits within 31 days of your return to work date, by visiting the [Adobe Benefits Enrollment Site](#).**