



Global Unpaid Personal Leave FAQ

Q: How does Unpaid Personal Leave work?

A: Personal Leave is available, subject to manager's approval, for you to take time off for pursuing further education, extending a vacation or other personal reasons.

Q: What are the eligibility requirements for Unpaid Personal Leave?

A: You may be eligible to take a Unpaid Personal Leave if you've worked at Adobe for more than one year, you are in good standing with the Company, and business conditions can accommodate your request. You must also have used all available accrued paid time off prior to your unpaid personal leave.

Q: How much time can I take off for Unpaid Personal Leave?

A: You may request time off for an unpaid personal leave from 1 to 6 months with manager approval. Unpaid time off for a period of less than 1 month does not qualify as Unpaid Personal Leave. If you have exhausted accrued paid time off and wish to take less than 31 unpaid days, you must submit your time off through Workday with manager's approval.

Q: What is the impact to my benefits?

A: If your leave is longer than 3 months, your Employee Stock Purchase Plan (ESPP) participation is discontinued. See the impact to your benefits, compensation and time off in your region through the links in appendix.

Q: Will my RSUs continue to vest while I'm on Unpaid Personal leave?

A: On the first day after your Unpaid Personal Leave commences, the vesting schedule for all unvested Restricted Stock awards shall be paused until you return to active employment and will resume vesting on the next available release date, thereby extending the overall vesting term of the grant. You can find more information on Inside Adobe > [Employee Stock Purchase Plan](#).

Q: How is my Annual Incentive Plan (AIP) bonus target impacted by a duration of Unpaid Personal leave?

A: Your AIP bonus target may be impacted by an Unpaid Personal leave for the performance period in which the leave is taken. Please review the details of AIP on the [Short-Term Incentive](#) page of Inside Adobe.

Q: What is my last day at work?

A: Your last day at work is the last day you are doing your job for at least half of your regularly scheduled work day, including telecommuting. Your last day may not be a holiday, PTO, vacation or other paid day off.

Q: Is my job guaranteed upon my return from Unpaid Personal Leave?

A: No; Adobe cannot guarantee that your current job, or a similar position with Adobe, will be available when you return from your Personal Leave (subject to local legislation.)

Q: Can I use my Sabbatical while on Unpaid Personal Leave?

A: No.

Q: Can I use my paid time off (or exempt time off) in conjunction with my Unpaid Personal Leave?

A: No. You must have exhausted all available accrued paid time off prior to taking an Unpaid Personal leave.

Q: What if I decide not to return to work at the end of my Unpaid Personal Leave of Absence?

A: If you decide not to return to Adobe, contact your manager to discuss next steps as early as possible before your scheduled return-to-work date.

Q: Who do I contact with questions?

A: For questions regarding a Personal Leave, [Submit a case](#) with the Employee Resource Center (ERC).

US and Canada only:

Q: I'm a non-exempt employee; can I cash out my PTO while on an Unpaid Personal Leave?

A: Yes.

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. This policy supersedes any prior Adobe Personal Leave policies.

Appendix

Benefits, compensation, and time off impact information by region

EMEA: [EMEA - Rewards impact during a leave of absence](#)

JAPAC: [JAPAC – Rewards impact during a leave of absence](#)

LATAM: [LATAM - Rewards impact during a leave of absence](#)

US: [US - Rewards impact during a leave of absence](#)

Canada: [CAD - Rewards impact during a Leave of Absence](#)