

Tips for planning for a leave of absence with your manager

The information provided in this guide are general guidelines while planning for a leave of absence. Each leave scenario is unique and please know that some or all this guide may not apply to your leave journey.

Before your leave

- Access [Veer](#) Experience for your Leave of Absence and set up your projected timeline.
- Use the timeline, printed from Veer, as reference for your initial conversation with your manager to give them an idea of the timing and duration of your leave. During this conversation you are not required to go into detail around medical condition, medication or treatments--instead focus on timing and work coverage.

Work coverage options

Before you go on leave, explore these options with your manager to ensure that there is adequate coverage while you are out:

- Work with your manager to consider an internal rotation
- Work with your manager to temporarily reallocate responsibilities across your team
- If budgeting permits, your manager may hire an agency temp. This option requires approval from your manager, your cost center manager and your controller. Contact cwp@adobe.com or visit the [Contingent Workforce Program Page](#) on Inside Adobe for more information.

During the leave

- You may request that you not be contacted while on your leave. If you wish, you can ask that your manager connect with you periodically to loop you in on relevant team updates and major business initiatives.
- During your leave you should not perform any job duties, work on projects, join conference calls or respond to work-related email.
- As your return-to-work approaches, be sure to discuss any potential restrictions or limitations directly with your manager, as well as modifications that could make the transition go smoother. Accommodations can be short- or long-term and include options such as telecommuting, ergonomic adjustments, flexible start times and a modified work schedule. Review the [Welcome Back program guide](#) for more information.
- Be sure to update both Lincoln Financial and your manager as your return-to-work date approaches. You'll need to confirm you have returned with Lincoln so your pay can be transitioned back to Adobe payroll.

After the leave

- Schedule time for a check-in conversation to discuss goals, priorities and business updates with your manager
- Schedule regular 1:1 meetings with your manager to discuss your reintegration progress.

Whom to contact

- If you have any questions related to job coverage or accommodations, first talk with your manager. You can also contact Adobe's ERC at 408-536-4357 or through the [Support Center](#).
- To file a leave, use the SSO link here : [Lincoln Financial Group](#), For leave questions, contact Lincoln at **888-873-5476** or adobeadmin@lfg.com