



Adobe

Adobe Benefit Programs Eligibility for U.S. Employees

Eligibility for Adobe's Benefit Programs is based on the employee's work classification and the number of hours scheduled to work per week. Certain programs are governed by Federal, State or Tax Laws. Contractors and Agency Hires are not eligible for Adobe benefits. Listed below are the current benefit eligibility requirements.

If a conflict exists between a statement in this summary and the provisions in the plan documents, master contracts, the Evidence of Coverage (EOC), or trust agreement, the plan document, master insurance contract, the EOC or trust agreement will govern how benefits are administered and paid. Adobe reserves the right to change or modify the terms of any program at any time.

Health Benefits and Insurance Plans

Benefit Plan	Regular Employees		Interns	
	24+ Hours / Week	Less than 24 Hours / Week	24+ Hours / Week	Less than 24 Hours / Week
Medical	Yes	No	Yes – (after a 90-day waiting period)	No
Dental	Yes	No	No	No
Vision	Yes	No	No	No
Employee Assistance Program (EAP)	Yes	Yes	Yes	Yes
Life Insurance	Yes	No	No	No
Accidental Death & Dismemberment (AD&D) Insurance	Yes	No	No	No
Flexible Spending Accounts (<i>Health Care/ Dependent Care, including Adobe Child Care Gift</i>)	Yes	No	No	No
Adobe Voluntary Disability Insurance (VDI) ¹ <i>California Employees Only</i>	Yes (unless opted out)	Yes (unless opted out)	Yes (unless opted out)	Yes (unless opted out)
Short Term Disability (STD) ²	Yes	No ³	No ³	No ³
Long Term Disability (LTD) ²	Yes	No	No	No

1 - If you work in California, Adobe automatically enrolls you in the short-term VDI plan starting on your date of hire. (You may opt out of VDI and instead enroll in California State Disability Insurance (SDI).) The contributions that you make for VDI are the same as what you would pay for CA SDI.

2 - For non-commissioned employees, eligible pay for benefit purposes is defined as your normal pre-disability base pay. It does not include bonus payments, overtime or other extra compensation. For commissioned employees, eligible pay for is defined as your pre-disability Total Target Compensation (TTC).

3 - May be eligible under State Disability Insurance (SDI) where mandated (CA, NY, NJ, RI, HI, and Puerto Rico).

Time Off

Benefit Plan	Regular Employees		Interns	
	24+ Hours / Week	Less than 24 Hours / Week	24+ Hours / Week	Less than 24 Hours / Week
Sick Time ² <i>Exempt Employees and Interns</i>	Yes	Yes	Yes	Yes
Paid Holidays ⁶	Yes	Yes	Yes, if during the assignment	Yes
Paid Time Off ("PTO") ³ <i>Non-Exempt Employees</i>	Yes	Yes	No	No
Sabbatical	Yes	No	No	No
Medical Leave (including Pregnancy Disability)	Yes	Yes ⁴	Yes ⁴	Yes ⁴
Family and Medical Leave Act (FMLA)	Yes, when meets Federal Law Eligibility (one-year employment & 1,250 hours worked in the year preceding the leave request)			
Paid Parental Leave	Yes	No	No	No
Jury Duty	Yes	Yes	Yes	Yes
Bereavement Leave	Yes	Yes	Yes	Yes
Personal Leave ⁵	Yes	Yes	Yes	Yes
Military Leave	Yes	Yes	Yes	Yes

1 - Adobe does not have prescribed vacation days or a "paid time off" (PTO) policy for its exempt employees. Each employee's personal and work situation is unique, and we encourage employees to work directly with their managers to arrange for time off. Employees simply continue to receive their regular pay when they are taking time away from work for vacation or other personal reasons with the exception of time off for illness or leaves of absence, which are handled separately under those policies. During a week of time off or a Company Break Period, an eligible part-time, exempt employee will be paid his/her regular weekly part-time base salary.

2 - Eligible part-time exempt U.S. employees working less than 40 hours per week will accrue Sick Time on a pro-rated basis. (For example, if working 32 hours per week, $32/40=0.80\%$ of FT accrual.) Employees working less than 24 hours per week are not eligible for Sick Time except where mandated.

3 - Eligible part-time non-exempt U.S. employees working less than 40 hours per week will accrue PTO on a pro-rated basis. (For example, if working 32 hours per week, $32/40=0.80\%$ of FT accrual.) Employees working less than 24 hours per week are not eligible for PTO

4 - Length of leave may be limited to 120 days. No benefits are payable through the Adobe STD plan. However, employees may be eligible under SDI where mandated (CA, NY, NJ, RI, HI, and Puerto Rico). Also, California interns and part-time employees who work less than 24 hours may be eligible for VDI benefits unless they opted out.

5 - Employees may be eligible to request a Personal Leave if you have worked at Adobe for more than one year, are in good standing with the Company, and business conditions can accommodate your request, as determined solely by Adobe.

6 - Employees & Interns working less than 40 hours per week will be paid holiday pay on a pro-rated basis. (For example, if working 32 hours per week, $32/40=0.80\%$ of FT accrual. You will be paid for 6.4 hours on a holiday)

Retirement, Savings, Equity, and Compensation

Benefit Plan	Regular Employees		Interns	
	24+ Hours / Week	Less than 24 Hours / Week	24+ Hours / Week	Less than 24 Hours / Week
401(k) Retirement Savings Plan	Yes	Yes	Yes	Yes
529 College Savings Plan	Yes	Yes	Yes	Yes
AIP (Annual Incentive Bonus Plan) ¹	Yes	Yes	No	No
Deferred Compensation Plan <i>Director Level & Above & Equivalent</i>	Yes	Yes	No	No
Employee Stock Purchase Plan (ESPP)	Yes	Yes ²	Under certain circumstances ³	Under certain circumstances ³
Performance Shares <i>VP and Above</i>	Yes	Yes	No	No
Restricted Stock Units (RSUs)	Yes	Yes	No	No

1 – Employees of the Company in eligible positions who are employed (full time or part time) during the eligibility period (fiscal year), who are designated in writing as being eligible by Adobe, and who are regular employees of Adobe at the end of the eligibility period are eligible to participate in the AIP. Employees who are eligible for the Executive AIP are not eligible under this AIP. Please refer to the Annual Incentive Plan Document in the [compensation section](#) of the People Resources website.

2 – If regularly scheduled to work at least 20 hours per week and more than 5 months in a calendar year.

3 – Please refer to the eligibility section of the [ESPP Overview](#) found on in the [stock section](#) of the Employee Experience website.

Other Benefits

Benefit Plan	Regular Employees		Interns	
	24+ Hours / Week	Less than 24 Hours / Week	24+ Hours / Week	Less than 24 Hours / Week
Adoption Assistance Program	Yes	No	No	No
Backup Care	Yes	No	No	No
Breast Milk Transportation (Milk Stork)	Yes	Yes	No	No
Business Travel Accident (BTA) Insurance	Yes	Yes	Yes	Yes
Lost Luggage	Yes	Yes	Yes	Yes
Business Travelers Medical Insurance	Yes	Yes	No	No
Cafeteria	Yes	Yes	Yes	Yes
Company Events (Annual Picnic, Holiday)	Yes	Yes	Yes	Yes
Commute Alternatives Program	Yes	Yes	Yes	Yes
Credit Wellness & Monitoring	Yes	No	No	No
Credit Union	Yes	Yes	Yes	Yes
Educational Assistance Program	Yes	No	No	No
Employee Purchase Program	Yes	Yes	Yes	Yes
Expert Second Medical Opinion (Best Doctors)	Yes	No	No	No
Financial Coaching	Yes	Yes	Yes	Yes
Fitness Programs (on-site gym)	Yes	Yes	Yes	Yes
Group Legal Insurance	Yes	No	No	No
Health Savings Account "HSA" (HealthEquity)	Yes (based on medical plan election) ¹	No	No	No

¹ Also subject to employee IRS HSA eligibility rules; employee certifies IRS eligibility on the Adobe Benefits Enrollment Site.
As of 1/1/2019

Healthcare advocacy services (CareCounsel)	Yes	Yes	Yes	Yes
Healthcare transparency/provider search tool (Castlight)	Yes	No	No	No
Home, Auto and Pet Insurance	Yes	No	No	No
Identity Theft Protection	Yes	Yes	Yes	Yes
Investment Advisory Services ⁴	Yes	Yes	Yes	Yes
Long Term Care (LTC) Insurance	Yes	No	No	No
Matching Gift Program	Yes	Yes	No	No
Meditation App (Headspace)	Yes	Yes	Yes	Yes
Patent Award	Yes	Yes	Yes	Yes
Student Loan Refinancing	Yes	No	No	No
Wellness Incentive Dollars Program	Yes	No	Yes	No
Telemedicine (Teladoc)	Yes (Aetna members)	No	No	No
Workers' Compensation	Yes	Yes	Yes	Yes

4 - Available to employees who are eligible for and participate in Adobe's 401(k) Plan