



U.S. Family Care Leave of Absence Checklist

Leave to care for an ill family member, including military-related family leave

- Prior to opening your Family Care Leave claim with Liberty, review the following:**
 - Family Care Leave Video
 - Family Care Leave FAQ
 - Leave of Absence Policy
 - » Confirm your eligibility
 - » Review the impact to your benefits

- 30 days prior to your leave:**
 - Notify your manager of your leave plans 30 days prior to your leave if possible. This notice is so that your manager can plan for business coverage during your absence. You are required to notify your manager of your leave start date (your first day out of the office) and expected return-to-work date, as well as any change in dates.
 - Open your Family Care Leave claim online at mylibertyconnection.com (**Company Code:** ADOBELOA) or by calling Liberty Mutual Insurance at **800-459-3772**. It is important to speak with a Liberty representative before you file a claim directly with your state of residence because a state filing may not apply to you or may cause a duplicate claim.
 - » If you've never taken an LOA, choose *New User* and create an account.
 - » You will need your Adobe employee ID number, which can be found on [Workday](#) under *My Information*.
 - » If you're interested in extending your time away with your Adobe Time Off benefits, such as Sabbatical or PTO, contact Liberty to learn about your options.
 - » When your leave is to care for an ill family member, Liberty will ask you to submit a medical certification from his or her health care provider that establishes your need for Family Care Leave.

- 1 week prior to your leave:** If you have any business-related approved expenses that you haven't submitted, you will need to submit them prior to your leave via Concur.

- 1 week prior to your return date:** Contact Liberty and your manager to confirm your agreed upon return-to-work date.