



U.S. Family Care Leave of Absence FAQ

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.

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Q: What is Family Care Leave?

A: Family Care Leave is time off to care for an immediate family member who has a serious illness.

Q: Will I receive pay during my Family Care Leave?

A: You will receive 100% of your pre-leave salary (TTC for commissioned employees) for up to 4 weeks if you are taking Family Care Leave for your spouse/domestic partner, child or parent. This payment starts after a 1-week waiting period for which you must use your sick time or your PTO if you're a non-exempt employee. After the four-week paid leave, additional days are unpaid.

Q: Does Family Care Leave impact my health care benefits?

A: No. It does not impact your benefits. Please see the [Adobe Leave of Absence Policy](#) to find a full list of benefits and how they are impacted by Leave type.

Q: Does Family Care Leave impact my ESPP and 401k?

A: Your contributions to these plans will cease while you're not receiving a paycheck from Adobe. Please see the Adobe Leave of Absence Policy to find a full list of benefits and how they are impacted by Leave type.

Q: What are the eligibility requirements for taking a Family Care Leave?

A: You're eligible to take a Family Care Leave under Family Medical Leave Act (FMLA) if you've worked at Adobe for at least 12 months and 1,250 hours.

Q: How long can I take off for Family Care Leave?

A: If you have been employed by Adobe for 1 year and have worked a total of 1,250 hours, you are eligible for Family Care Leave under Family Medical Leave Act (FMLA), which provides a total of 12 weeks of leave within the designated 12-month period. Contact Liberty Mutual Insurance to verify your FMLA eligibility.

Q: Do I have to take all of my Family Care Leave at one time?

A: No. You can take it consecutively or intermittently up to 12 workweeks within a 12-month period.

Q: Do holidays extend out my Family Care Leave?

A: No. Family Care Leave is inclusive of any holidays that occur during the leave.

Q: Does my Family Care Leave push out my Sabbatical date?

A: Your Sabbatical eligibility date will not be pushed out unless your leave exceeds 1 year (365 days). If it exceeds 1 year, then your Sabbatical eligibility date will be adjusted by the number of days beyond the 365 days.

Q: What is the California, New Jersey and Rhode Island Paid Family Leave (PFL) and can I use this benefit in conjunction with the Family Care Leave to receive income?

A: If you are taking Family Care Leave and you are a California or New Jersey employee, you may be eligible to receive up to 6 weeks of income, and 4 weeks if you're a Rhode Island employee (referred to as Paid Family Leave or PFL) to partially replace lost earnings.

- **California employees** who participate in the Adobe Voluntary Disability Insurance (VDI) plan should note that PFL is a component of VDI so you only need to apply through Liberty to access PFL benefits. California employees who opted out of VDI will need to apply for this benefit with the California Employment Development Department (EDD), and Liberty can explain the process on how to apply for State Disability Insurance (SDI) benefits.
- **New Jersey employees** will need to apply for this benefit with the New Jersey Department of Labor and Workforce Development (LWD). Liberty can help explain the process.
- **Rhode Island employees** will need to apply for this benefit with the state of Rhode Island's Temporary Caregiver Insurance Program (TCI). This program mirrors the Rhode Island Temporary Disability Insurance (TDI). Liberty can help explain the process.

Q: Is my job protected if I go on Family Care Leave?

A: When you return to work from a Family Care Leave within the time required by law, you will be reinstated to your original or equivalent position, and will receive pay and benefits equivalent to those you received before your Family Care Leave.

Q: I'm enrolled in the Flexible Spending Account (FSA) program. How do I ensure I still meet my annual FSA election?

A: You can make a catch-up contribution, which ensures you meet your annual election. Contact the ERC at **ext. 6-HELP (408-536-4357)** or erc@adobe.com to get instructions on how to get started with a catch-up contribution.

Q: I'm enrolled in the Aetna HealthSave HSA Plan. How can I ensure I still meet my annual HSA election?

A: If you contribute to your HSA, you will not receive an Adobe Paycheck while on Family Care Leave; therefore, your employee HSA contributions will stop, but your employer contributions will continue. To ensure you meet your annual election, you may submit changes to your pre-tax HSA Contribution through the [Adobe Benefits Enrollment Site](#) at any time, whether or not you are on an LOA. You have the option to increase, decrease or make a lump-sum contribution. If you need help with calculating the amount or planning the timing, contact the Employee Resource Center at **ext. 6-HELP (408-536-4357)** or erc@adobe.com.

Q: Does the Employee Assistance Program (EAP) offer any services to employees with a seriously ill family member?

A: Yes. The EAP offers many services to new parents and families with an ill family member. To learn more, go to MyLifeValues.com (**Username:** AdobeEAP **password:** Adobe) or call **800-884-9565**.

Q: Does Adobe offer any other benefits that support employees with a seriously ill family member?

A: Yes. You can find information about these benefits and eligibility on benefits.adobe.com under [Personal & family services](#).

Q: Whom can I contact with questions?

A: For general questions regarding a Family Care Leave or to inquire about an existing claim or leave, contact Liberty Mutual by phone at **888-873-5476** or by email at adobeadmin@libertymutual.com. To initiate a Family Care Leave, contact Liberty at **800-459-3772** or online at www.mylibertyconnection.com (Log in with **Company Code:** ADOBELOA).