



# Global COVID-19 Time Off Policy

In response to the ongoing global COVID-19 pandemic, Adobe is introducing a COVID-19 time off benefit of up to 20 working days to employees globally to address certain situations arising out of COVID-19. The circumstances eligible for time off under this benefit are when an employee cannot work due to:

1. An employee experiencing COVID-19 symptoms and seeking medical diagnosis;
2. Care for an employee's family member related to COVID-19 illness. Family member is defined as:
  - Spouse/common law partner, parents, siblings and children
  - Spouse/common law partner's parents, siblings and children
  - Grandparents
  - Grandchildren
3. Care for an employee's family member(s) due to lack of childcare / elder care support as a result of school or childcare center or other care facility closure due to COVID-19; and
4. Any other COVID-19-related reasons as defined by local law or ordinance that may be in effect during this period (such as physician-recommended self-quarantine or other jurisdiction-specific scenarios).

## How It Works

The COVID-19 time off benefit is effective until December 31, 2020. It runs concurrently with any country specific statutory leaves. The 20 working days are exclusive of public holidays. It is up to 20 days in addition to any Adobe paid time off, paid sick leave or bereavement leave.

The COVID-19 time off is unaccrued and is not paid out if you leave Adobe. It can be taken continuously or intermittently in day increments. Should employees require more time beyond the 20 days to address one of the situations above, they should leverage the existing country specific paid time off and applicable leave. Adobe will comply with any local regulation or directive that provides for additional time off benefits related to COVID-19.

## Employee's Action

- All regular full-time and part-time employees, interns and Adobe paid temps globally are required to record this COVID-19 time off in Workday. This should be done using the current designation of "Bereavement" time off which will be rebranded to be called "**Bereavement & COVID-19 Time Off**".
- Taking COVID-19 time off will not deplete an employee's available bereavement time off. Employees should inform their managers before applying any time off in Workday. This time off will be auto approved in the system with notification sent to their managers.

No employee will be subject to discrimination or retaliation for utilizing this time off benefit. Employees who have questions about this benefit or policy should contact the Employee Resources Center (ERC) at [erc@adobe.com](mailto:erc@adobe.com). Adobe reserves the right to update or amend this policy.