



U.S. Personal 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.

- Q: How does Personal Leave work?
- Q: What are the eligibility requirements for Personal Leave?
- Q: How much time can I take off for Personal Leave?
- Q: What is the impact to my benefits?
- Q: What is my last day at work?
- Q: Is my job guaranteed upon my return from Personal Leave?
- Q: Can I use my Sabbatical while on Personal Leave?
- Q: Does my Personal Leave affect my Sabbatical eligibility date?
- Q: I'm enrolled in the Flexible Spending Account (FSA) Program and will not be receiving Adobe paychecks during my personal leave. How do I ensure I still meet my annual FSA election?
- Q: I'm enrolled in the Aetna HealthSave (HSA) Medical Plan and will not be receiving Adobe paychecks during my personal leave. How can I ensure I still meet my annual HSA election?
- Q: Can I use my PTO (if non-exempt) or Time off (if exempt) in conjunction with my Personal Leave?
- Q: I'm a non-exempt employee; can I cash out my PTO while on Leave?
- Q: What if I decide not to return to work at the end of my Personal Leave of Absence?
- Q: Who do I contact with questions?

Q: How does Personal Leave work?

A: Personal Leave is available, subject to manager's approval, for you to take time off for pursuing further education, extending a vacation or other personal reasons.

Q: What are the eligibility requirements for Personal Leave?

A: You may be eligible to take a Personal Leave if you've worked at Adobe for more than one year, you are in good standing with the Company, and business conditions can accommodate your request.

Q: How much time can I take off for Personal Leave?

A: You may request time off for an unpaid personal leave from 1 to 6 months. Extensions of up to an additional 6 months may also be granted if approved by your manager. Unpaid time off for a period of less than 1 month does not qualify as Personal Leave. You may request time off less than 30 days, and if approved by your manager, you must submit your time off through Workday.

Q: What is the impact to my benefits?

A: Your medical, dental, vision and Life Insurance continues for up to 30 days. After 30 days, you can continue your health benefits through COBRA and will be responsible for submitting COBRA payments. Life Insurance will continue for 90 days and you will have the option to convert it to an individual policy. VDI/STD/LTD will continue for the first 30 days of your leave, and then it will discontinue. If your leave is longer than 3 months, your Employee Stock Purchase Plan (ESPP) participation is discontinued. See the Your Benefits During a Leave of Absence section of the Leave of Absence Policy to learn how a Personal Leave impacts all of your benefits.

Q: What is my last day at work?

A: Your last day at work is the last day you are doing your job for at least half of your regularly scheduled work day, including telecommuting. Your last day is not a holiday, PTO, vacation or other paid day off.

Q: Is my job guaranteed upon my return from Personal Leave?

A: No; Adobe cannot guarantee that your current job, or a similar position with Adobe, will be available when you return from your Personal Leave.

Q: Can I use my Sabbatical while on Personal Leave?

A: No.

Q: Does my Personal Leave affect my Sabbatical eligibility date?

A: Your sabbatical eligibility date will be adjusted by the length of your leave that extends beyond 30 calendar days.

Q: I'm enrolled in the Flexible Spending Account (FSA) Program and will not be receiving Adobe paychecks during my personal leave. How do I ensure I still meet my annual FSA election?

A: You can make a catch-up contribution to ensure you meet your annual election. Contact the Employee Resource Center (ERC) at ext. 6-HELP or erc@adobe.com for instructions on how to make a catch-up contribution.

Q: I'm enrolled in the Aetna HealthSave (HSA) Medical Plan and will not be receiving Adobe paychecks during my personal leave. How can I ensure I still meet my annual HSA election?

A: If you contribute to your HSA, your contributions will stop because you will not be receiving paychecks from Adobe. You can submit changes to your pre-tax HSA contribution through the [Adobe Benefits Enrollment Site](#) at any time.

Q: Can I use my PTO (if non-exempt) or Time off (if exempt) in conjunction with my Personal Leave?

A: No. For more information, please see the [Use of Adobe Time Off During A Leave of Absence](#).

Q: I'm a non-exempt employee; can I cash out my PTO while on Leave?

A: Yes.

Q: What if I decide not to return to work at the end of my Personal Leave of Absence?

A: If you decide not to return to Adobe, contact your manager to discuss next steps as early as possible before your return-to-work date.

Q: Who do I contact with questions?

A: For questions regarding Personal Leave, contact Adobe's Employee Resource Center (ERC) at ext. 6-HELP (408-536-4357) or erc@adobe.com. To initiate your Personal Leave claim or for questions about your existing Personal Leave, contact Liberty Mutual at 800-459-3772.