



U.S. Military 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: I'm a non-exempt employee; can I cash out my PTO while on Military Leave?
- Q: What if I decide not to return to work at the end of my Military Leave?
- Q: Who do I contact with questions?

Q: What are the eligibility requirements for Military Leave?

A: A Military Leave is available if you enlist/are called for active duty in any of the uniformed services, or to satisfy annual reserve training. Please see the Leave of Absence Policy for a list of uniformed services.

Q: How does Military Leave work?

A: The first six months of Military Leave is paid, reduced by any military pay you may receive. After the first six months, the leave is unpaid.

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

A: You may take up to 5 years, unless the law allows otherwise.

Q: What are the impacts to my benefits, such as medical, dental, vision, etc.?

A: Your health benefits coverage continues up to a maximum of 12 months. At the end of 12 months, health care continuation is available through COBRA and conversion may be available for Long Term Disability (LTD) and Life Insurance. Your contributions will continue for the first 6 months of leave while you remain on Adobe Payroll. During the last 6 months, Adobe will continue your coverage at no cost to you. If applicable, Adobe's medical waiver credit will cease after your last Adobe paycheck and for the duration of your leave.

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 time off.

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

A: Adobe will make reasonable efforts to help you qualify for a reinstatement position, and will provide reasonable training to refresh and update your skills to help you qualify for your reinstatement position. Your right to reinstatement may be affected by a reduction in force.

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

A: You cannot use your sabbatical during the paid portion of your Military Leave. During the unpaid portion, you may use your Sabbatical concurrently with your leave to receive pay, if permitted by applicable military laws. See [Use of Adobe Time Off During a Leave of Absence](#) for details.

Q: Does my Military Leave push out my Sabbatical eligibility date?

A: No; your sabbatical date will not be affected by your military leave.

Q: I'm enrolled in the Flexible Spending Account (FSA) Program and will not be receiving Adobe paychecks after 6 months of Military 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 after 6 months of Military Leave. How do 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, and may increase paycheck deductions in advance of your leave or upon your return.

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

A: Exempt Employees cannot use Time off to receive pay during Military Leave. Non-Exempt Employees can use PTO to receive pay during Military Leave after the first 6 months. See [Use of Adobe Time Off During a Leave of Absence](#) for details.

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

A: Yes.

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

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