



## U.S. Parental Leave of Absence Checklist

- Prior to opening your Parental Leave claim with Lincoln Financial Group (formerly Liberty Mutual), review the following on [benefits.adobe.com](https://benefits.adobe.com):**
  - Parental Leave Video
  - Parental Leave FAQ
  - Leave of Absence Policy
  
- 30 days before your leave:**
  - Notify your manager of your leave plans. This notice is for your manager to 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), expected return-to-work date, as well as any change in those dates.
  - Submit your Parental Leave request through [SSO](#) to **Lincoln Financial Group** (formerly Liberty Mutual) or by calling a Lincoln intake specialist at **800-459-3772**. It is important to speak with a Lincoln representative before you file a claim directly with your state, because it may not apply to you.
    - x If you have specific leave questions, before or after submitting your claim, contact the Adobe dedicated case managers at **888-873-5476** or [AdobeAdmin@LibertyMutual.com](mailto:AdobeAdmin@LibertyMutual.com)
  
- 1 week prior to your leave:** If you have any approved, business-related expenses that you haven't submitted, submit them via Concur prior to your leave.
  
- 3 weeks prior to your return date:** Read the [Welcome Back program guide](#) or [view the video](#) for more information. This program is available to U.S. based employees returning from an extended leave of absence of more than three calendar months (90 days).
  
- No later than 31 days after your child's birthdate/adoption finalization date:** Enroll your new dependent and make any other changes to your benefits on the [Adobe Benefits Enrollment Site](#). See the [allowable benefits changes for birth/adoption](#) on [benefits.adobe.com](https://benefits.adobe.com).
  
- 1 week before your return date:** Contact [Lincoln Financial Group](#) and your manager to confirm your return-to-work date.
  
- Review and make any changes to your beneficiaries:** For Life Insurance, go to [Adobe Benefits Enrollment Site](#). For 401(k), go to [www.vanguard.com](https://www.vanguard.com); go to *My Profile* → *Beneficiaries*. For ESPP, go to your [E\\*TRADE](#) account; go to *My Info* → *Express Links* → *Designate Beneficiaries*.