



U.S. Parental 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 Parental Leave?

A: Parental leave is intended to allow employees with paid time off to bond with their child due to birth, adoption, foster care, or other custody. You are eligible for Parental Leave if you meet the FMLA requirements. If you are the primary caregiver, you are eligible for up to 16 weeks. If you are the non-primary caregiver, you are eligible for up to 4 weeks.

Q: What is the difference between a primary caregiver and non-primary caregiver?

A: A primary caregiver is the person who takes primary responsibility for the care of a child during the typical Adobe work hours. If you are not taking primary responsibility for the child, then you are the non-primary caregiver.

Q: How will I receive my Parental Leave pay?

A: Once Liberty Mutual has approved your Parental Leave, you will be paid through Liberty Mutual.

Q: I plan to take time off when my spouse/partner goes back to work, not after my child is born/adoption is finalized. Do I have to use my leave right away?

A: If you are the primary caregiver and the birth parent, your 16 weeks must be used after your disability and consecutively within the first six months after the birth/placement of your child. If you're the non-primary caregiver, you can take your 4 weeks within the first year of the birth/placement of your child.

Q: Does the Parental Leave impact my benefits?

A: No, Adobe will waive your contributions for the period you are unpaid by Adobe. For the impact to your other benefits, see the [Leaves of Absence Policy](#) and refer to the section called Your Benefits During a Leave of Absence and reference Medical Leave and/or Family Care Leave.

Q: Do holidays extend my Parental Leave?

A: No, your paid weeks will be inclusive of any holidays that occur during the leave.

Q: Can I use other forms of time off to extend my Parental Leave?

A: No, other forms of time off including PTO cannot be used to extend your Parental Leave.

Q: If I'm the primary caregiver, do I have to take my 16 weeks of Parental Leave all at once?

A: Yes, once you start your primary caregiver Parental Leave, you must take the entire 16 week period continuously, and must be completed within 6 months of the birth or placement of the child.

Q: Can I take Parental Leave longer than 4 weeks if I'm a non-primary care giver?

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 Medical Leave

Act (FMLA), which provides a total of 12 weeks of leave within the designated 12-month period of the birth/adoption of your child. This time includes the 4 weeks of paid Parental Leave. The remaining 8 weeks to bond with your child may be paid under applicable state benefits; otherwise, it will be unpaid. Contact mylibertyconnection.com to verify your FMLA-eligibility.

Q: What is Paid Family Leave (PFL) in California, New Jersey, New York and Rhode Island?

A: California, New Jersey and New York employees may be eligible to receive up to 8 weeks of income benefits (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 Mutual to access PFL benefits. California employees who opted out of VDI will need to apply for this benefit through the CA Employment Development Department (EDD). 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 NJ Department of Labor and Workforce Development (LWD). Liberty can help explain the process.
- **New York employees** will need to apply for this benefit through the New York Paid Family Leave Program. Liberty can help explain the process.
- **Rhode Island employees** may be eligible to receive up to 4 weeks of income benefits (referred to as Paid Family Leave or PFL) to partially replace lost earnings. Rhode Island employees will need to apply for this benefit through the Rhode Island Temporary Caregiver Insurance Program (TCI). This program mirrors the Rhode Island Temporary Disability Insurance (TDI). Liberty can help explain the process.

Q: I live in California, New Jersey, New York or Rhode Island; can I use Adobe's Parental Leave with my state's Paid Family Leave (PFL) program?

A: Paid Family Leave will run concurrently during the Paid Parental Leave. If you have any remaining PFL time, you may use that within the first year of the birth/placement of your child.

Q: I'm enrolled in the Flexible Spending Account (FSA) Program and plan to take a leave for longer than 2 weeks and may not get a regular paycheck. 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 ERC at ext. 6-HELP (408-536-4357) or erc@adobe.com to get instructions on how to make a catch-up contribution.

Q: I'm enrolled in the Aetna HealthSave HSA Plan and plan to take more time off than the 2 week paid benefit and will stop getting a regular paycheck. How can I ensure I still meet my annual HSA election?

A: If you contribute to your HSA, you will come off of Adobe Payroll, and your HSA contributions will stop. 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. You have the option to increase, decrease or make a lump-sum contribution. For help 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 for new parents?

A: Yes. To learn more, go to MyLifeValues.com (username: AdobeEAP; password: Adobe) or call 800-884-9565.

Q: Does Adobe offer any other parent/family related benefits?

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

Q: How do I change my beneficiary for Life Insurance, 401(k) and ESPP?

A: For Life Insurance, go to the [Adobe Benefits Enrollment Site](#). For 401(k), go to www.vanguard.com; go to *My Profile* → *Beneficiaries*. For ESPP, go to your [E*TRADE](#) account; go to *My Info* → *Express Links* → *Designate Beneficiaries*.