



## U.S. Organ or Bone Marrow Donation Leave Checklist

- Review the following resources prior to filing your claim with Liberty Mutual:**
  - Organ or Bone Marrow Donation Leave of Absence video
  - Organ or Bone Marrow Donation Leave of Absence FAQ
  - Leave of Absence Policy
    - » Review the Organ or Bone Marrow Donation Leave of Absence section to confirm your eligibility
    - » Review the impact to benefits section (medical leave)
  - Use of Adobe Time Off During a Leave of Absence
  
- Discuss your leave with your manager at least 30 days before the start of your leave.** This will allow your manager time to assess the impact of your leave on the business and plan for coverage. Provide your expected leave start date (your first day out of the office) and expected return-to-work date.
  
- Open your Organ or Bone Marrow Donation Leave claim online at My Liberty Connection approximately 30 days before your leave start date.** Open your leave claim by visiting [mylibertyconnection.com](https://mylibertyconnection.com) and entering **Company Code:** ADOBELOA. You may also call a Liberty Mutual intake specialist at **800-459-3772** to initiate your claim. Provide your expected leave start date (your first day out of the office).
  - If you've never taken a leave of absence (LOA), choose *New User* and create an account.
  - You will need your Adobe employee ID number, which can be found on [Workday](#) under *My Information*.
  
- Submit the certification form to Liberty.** Liberty will send you the certification form. Take it to your doctor to have it completed, then sent back to Liberty.
  
- If you have any approved business-related approved expenses that you haven't submitted for reimbursement, submit them via Concur prior to your leave.**
  
- Before returning from your leave, contact your manager and Liberty Mutual to confirm your return-to-work date.**