



U.S. Medical Leave FAQ: Non-California Employees

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:**

Q: How does Medical Leave work?

A: If you need to take time off work longer than five consecutive business days due to your own serious health condition, you should contact Lincoln Financial to apply for a Medical Leave of Absence and provide certification from your doctor. If possible, it is recommended that you initiate a claim at least 30 days in advance of your planned leave. If you have an unexpected medical emergency, you (or a representative) must notify your manager or the Employee Resource Center at **ext. 6-HELP (408-536-4357)** erc@adobe.com, as soon as is practical, preferably no later than the normal start of your work day, and submit your request for leave to Lincoln as soon as possible.

Medical Leaves are provided in coordination with Adobe's Short-Term Disability (STD), and Long-Term Disability (LTD) plans. The first 12 weeks of your Medical Leave will be counted as, and run concurrently with, the Family and Medical Leave Act (FMLA) if you've worked for Adobe for at least 1 year and 1,250 hours. FMLA is a federal law that provides job protection.

Q: I'm overwhelmed with understanding and planning for my leave. Is there a resource that can help?

A: Yes, Adobe uses the [Veer experience](#) to help you navigate your parental leave with a personalized timeline, financial plan and a to-do checklist for before, during, and after your parental leave.

Q: How is my Medical Leave different if it's due to a work-related injury?

A: If you believe your injury is work-related, you may file a Workers' Compensation claim. To initiate your claim, contact the Employee Resource Center by phone at **ext. 6-HELP (408-536-4357)** or email at erc@adobe.com. Please include the date your injury occurred and description of your injury. The Generalist will conduct an interview and the information/claim will be reported to Matrix, Adobe's Workers' Compensation administrator.

If your Medical Leave is deemed work-related, you continue to receive your disability through Lincoln; however, any Workers' Compensation benefits will be deducted from your disability benefit. You will have two claims: one Workers' Compensation claim and one Medical Leave claim.

Q: Who is eligible for a Medical Leave?

A: You are eligible for a Medical Leave if you are an Adobe employee regularly scheduled to work at least 24 hours per week, starting with the first day of active work.

Q: How long can I take for a Medical Leave?

A: You may be out on a Medical Leave for as long as medically necessary, as certified by your physician, up to a maximum of either:

- 12 consecutive months from the onset of your disability, or
- 12 aggregate months from the onset of a single recurrent disability or concurrent disabilities.

Multiple periods of leave will count toward the 12 aggregate months, if they are separated by a return to work of less than 30 days, whether the leaves are due to related or unrelated causes.

Q: How much, how long and how do I get paid during Medical Leave?

A: After the 7-day waiting period has been met (1st week paid by Adobe at 100% and you use your sick time if exempt or PTO if non-exempt), weeks 2–10 benefits are paid weekly by Lincoln at 100%. Beginning the 11th week, the benefits drop to 66 ⅔ % until the 120th day of disability. If your Medical Leave continues past the 120th day, Lincoln Financial will guide you through the process for applying for Long Term Disability. Adobe's LTD benefits are offset by other income you are eligible to receive. LTD benefits are non-taxable because you pay the premium on an after-tax basis.

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

A: Your medical, dental, vision and Life Insurance continues for up to a maximum 12 months. For leaves beginning on October 1, 2021 that are longer than 30 days, you will pay your share of premiums for your healthcare (medical, dental, and vision) supplemental life/AD&D, and group legal insurance directly to [Adobe's Benefits Support Team](#), bswift. You can set up an automatic payment for the duration of your leave, and your plans will continue uninterrupted. Look for a letter in the mail from bswift 30-45 days after your leave begins. For the impact to all other benefits, refer to [Your Benefits During a Leave of Absence](#).

Q: What is my last day at work?

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

Q: Do holidays or company breaks extend Medical Leave?

A: No, company breaks and holidays do not extend your disability period.

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

A: No, you may not use Sabbatical benefits while on Medical Leave. However, you can use your Sabbatical benefit after your Medical Leave with Lincoln Financial has closed. You are responsible to request approval from your manager to take your Sabbatical and you will need to submit your Sabbatical request through [Workday](#).

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

A: Your Sabbatical eligibility date will not be affected unless your leave lasts longer than one year. If your leave exceeds a year, your Sabbatical eligibility date will be adjusted by the time that your leave extends beyond 365 calendar days.

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

A: Time off or PTO cannot be used to receive pay during Medical Leave, with the exception of the 7-day waiting period.

Q: What forms do I need to submit to Lincoln Financial?

A: After you've reported a medical claim, Lincoln Financial will mail two required forms to you:

- **Authorization Form:** Give this form to your doctor. The completed form must be sent back to Lincoln by you or your doctor. The form allows Lincoln to request appropriate medical documentation to support your claim.
- **Direct Deposit Form:** Complete the Direct Deposit form and return it to Lincoln Financial to request direct deposit of your benefits payments.

Q: I'm enrolled in the Flexible Spending Account (FSA) program. How do I ensure I still meet my annual FSA election?

A: Pre-tax contributions are suspended when you do not receive an Adobe paycheck and are being paid through Lincoln Financial. If you are returning to work within the same calendar year, your deductions will recalculate and be taken out evenly over the remaining paychecks. If you're returning in the following year, you must make a prepayment to cover the cost of elections. Find instructions at [Your Benefits During a Leave of Absence](#).

Q: I'm enrolled in the Aetna HealthSave (HSA) Medical Plan. How can I ensure I still meet my annual HSA election?

A: If you contribute to your HSA, your HSA 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](#). You can make changes to your HSA at any time.

Q: Does Adobe offer any other benefits for employees on Medical Leave?

A: Yes. The EAP offers many services to new parents and families with an ill family member. To learn more, go to www.adobe.springhealth.com. For immediate help 24/7, call the Spring Health Immediate/Crisis Support Line: 240-558-5796 (option 2).. To learn more about the EAP and other programs, go to [Employee discounts and perks](#) on benefits.adobe.com.

Q: Who do I contact with questions?

A: For general questions regarding a Medical Leave or to inquire about an existing claim or leave, contact Lincoln by phone at **888-873-5476** or by email at adobeadmin@lfg.com. To initiate a Medical Leave, contact Lincoln at **800-459-3772** or online at [MyLincolnPortal](#) (Log in with **Company Code: ADOBELOA**).