



U.S. Military Leave of Absence Checklist

- ☐ **Review the following resources prior to filing your claim with Liberty Mutual:**
 - [Military Leave of Absence video](#)
 - [Military Leave of Absence FAQ](#)
 - [Leave of Absence Policy](#)
 - Review the Eligibility section to confirm your eligibility
 - Review [Your Benefits While on a Leave of Absence](#)
- ☐ **Discuss your leave plans with your manager as soon as you learn your deployment date.** This will allow your manager time to assess the impact your absence will have 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 Military Leave claim online at My Lincoln Portal approximately 60 days before your leave start date.** Open your leave claim by accessing [MyLincolnPortal](#) and entering **Company Code:** ADOBELOA. You may also call a Liberty Mutual intake specialist at **800-459-3772**. 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*.
- ☐ **If you have any approved, business-related expenses that you haven't submitted for reimbursement, you must submit them via Concur prior to your leave.**
- ☐ **Enroll in COBRA to continue your health benefits if your leave extends past 12 months.** You will receive a COBRA enrollment packet from Tri-Ad when your Adobe benefits end. If you choose not to enroll in COBRA, your health benefits will discontinue.
- ☐ **2 weeks before returning from your leave, contact your manager and Lincoln to confirm your return-to work date.**
- ☐ **If your leave was longer than 12 months and your Adobe benefits ended, re-enroll in health benefits within 31 days of your return to work date.** To start the process, visit the [Adobe Benefits Enrollment Site](#).