

U.S. Military 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.

Q: What are the eligibility requirements for Military Leave?

A: A military leave of absence is available if you are called for active duty in any of the uniformed services, including annual reserve training.

Q: How does Military Leave work?

A: The first six months of military leave is paid. For periods of duty that are five days or longer, your Adobe pay will be reduced by any military pay you may receive. After the first six months, the leave is unpaid by Adobe.

Q: Do I have to file for leave with Lincoln if I'm just taking a few days for training?

A: If you have military duty for four days or less, you do not need to file your military leave with Lincoln Financial. However, you will need to enter your time off in Workday under Time Off / Request Time Off / US Military Training Time Off.

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

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

Q: How much time can I take off for Military Leave?

A: You may take up to five years unless the law allows otherwise.

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

A: Your health benefits coverage continues up to a maximum of 12 months after beginning your military leave. Your Adobe payroll contributions will continue for the first six months of leave. Following the initial six months of leave, you will continue to pay your share of premiums directly to our benefits support center, bswift, for an additional 6 months. If applicable, Adobe's medical waiver credit will cease after your last Adobe paycheck (following the first 6 months of your leave) and can be resumed upon your return from leave. For more information, please review [Rewards Impact During a Leave of Absence](#). At the end of 12 months, health care continuation is available through COBRA and conversion may be available for Long Term Disability (LTD) and Life Insurance benefits.

Q: What is my last day at work?

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

Q: Is my job guaranteed upon my return from Military Leave?

A: As a valued employee, Adobe will work with you following your leave of absence to determine what options are available. For example, Adobe will make reasonable efforts to help you qualify for a reinstatement position and will provide reasonable training to refresh and update your skills to help you qualify for a reinstatement position. Also, you will retain your seniority as if you hadn't taken a leave of absence. Your right to reinstatement may be affected by an Adobe reduction in force.

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

A: You cannot use your sabbatical during the paid portion of your military leave. During the unpaid portion of your leave, you may use your Sabbatical concurrently with your leave to receive pay, if permitted by applicable laws.

Q: Does my Military Leave push out my Sabbatical eligibility date?

A: No; your sabbatical date will not be affected by your military leave.

Q: I'm enrolled in the Flexible Spending Account (FSA) Program and will not be receiving Adobe paychecks after 6 months of Military Leave. 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 be recalculated 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 [Rewards Impact During a Leave of Absence](#).

Q: I'm enrolled in the Aetna HealthSave (HSA) Medical Plan and will not be receiving Adobe paychecks after six months of military leave. How do I ensure I still meet my annual HSA election?

A: If you contribute to your HSA, your 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](#) at any time and may increase paycheck deductions in advance of your leave or upon your return. If you're certain you will not be receiving a check from Adobe for the remainder of the calendar year, you may want to consult your tax advisor regarding your options.

Q: Can I use my PTO (if non-exempt) or Time Off (if exempt) in conjunction with my military leave?

A: Exempt Employees cannot use Time Off to receive pay during military leave. Non-Exempt Employees can use PTO to receive pay during military leave after the first six months.

Q: I'm a non-exempt employee; can I cash out my PTO while on Military Leave?

A: Yes.

Q: What if I decide not to return to work at the end of my Military Leave?

A: If you decide not to return to Adobe, please contact your manager to let them know as soon as possible so you both can discuss next steps prior to your scheduled return-to-work date.

Q: Who do I contact with questions?

A: To initiate your claim for a military leave, contact Lincoln Financial at 800-459-3772 or online at www.MyLincolnPortal.com (Company Code: AdobeLOA). For questions regarding your existing Military Leave, contact 888-873-5476 or email AdobeAdmin@lfg.com. For other questions, contact the Employee Resource Center (ERC) via the [Support Center](#). Also, please be sure to check out the [Veer](#) tool for checklists, timelines and other helpful resources for your leave of absence.