



U.S. Parental Leave 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.

1. 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 up to 16 weeks of Parental Leave if you meet the FMLA requirements (called "Qualifying Paid Parental Leave"). If you do not meet eligibility requirements under FMLA you are eligible for up to 4 weeks (called "Non-Qualifying Paid Parental Leave").

2. Q: How do I know if I meet FMLA eligibility requirements?

A: You are eligible to request an FMLA/CFRA protected leave if you:

- Are a regular full-time or part-time employee;
- have been employed by Adobe for at least 12 months (not necessarily consecutive months);
- have completed at least 1,250 hours of work within the 12 consecutive months immediately before the first day of the requested leave

3. Q: What is the difference between Qualifying Paid Parental Leave and Non-Qualifying Paid Parental Leave?

A: Qualifying means you meet the FMLA eligibility requirements and have FMLA entitlement remaining as of the birth or placement of your child or the start of your leave. Non-qualifying is if you do not meet FMLA eligibility requirements or have exhausted any FMLA entitlement as of the birth or placement of your child or the start of your leave.

4. Q: How much time and what type of leave am I eligible for if my adopted child is older than 6?

A: If the child is over the age of 6 parents would be eligible to take Non-Qualifying Paid Parental leave, or 4 weeks.

5. Q: What if both parents work at Adobe, are we required to split the time?

A: No, each parent is eligible for the same amount of bonding parental leave and can take it concurrently, if desired.

6. Q: How will I receive my Parental Leave pay?

A: Once Lincoln Financial has approved your Parental Leave, you will be paid through Lincoln Financial directly.

7. 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: Qualifying Paid Parental Leave must be used within the first six months after the birth/placement of your child. If you are taking non-qualifying parental leave, you can take your 4 weeks within the first year of the birth/placement of your child.

8. Q: Do I have to take my 16 weeks of Qualifying Paid Parental Leave all at once?

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

9. Q: Can I take more than 4 weeks if I'm taking Non-Qualifying Paid Parental Leave?

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 Lincoln Financial to verify your FMLA eligibility.

10. Q: Certain states have Paid Family Leave (PFL) programs, including California, New Jersey, New York, Rhode Island, and Washington. What should I consider?

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 Lincoln Financial 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). Lincoln can explain the process on how to apply for State Disability Insurance (SDI) benefits.
- New Jersey employees will need to apply for PFL with the NJ Department of Labor and Workforce Development (LWD). Lincoln can help explain the process.
- New York employees only need to apply through Lincoln Financial to access PFL benefits.
- 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). Lincoln can help explain the process.
- Washington Employees will need to apply for this benefit through the Employment Security Department Paid and Medical Family Leave Program. Lincoln can help explain the process.

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

A: State Paid Family Leave will run concurrently during the Adobe 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.

12. Q: I'm enrolled in the Flexible Spending Account (FSA) Program. I 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 Adobe's Benefits Support Team adobebenefits@conduent.com to get instructions on how to make a catch-up contribution.

13. Q: I'm enrolled in the Aetna HealthSave HSA Plan. I plan to take a leave for longer than 2 weeks and may not get a regular paycheck. How can I ensure I still meet my annual Health Savings Account election?

A: If you contribute to your HSA, you will come off 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](#). You have the option to increase, decrease or make a lump-sum contribution at any time during the year.

14. 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.

15. 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 Employee Discounts and Perks. In addition, 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.

16. 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.

17. Q: Does the Parental Leave impact my benefits?

A: No, Adobe will waive your contributions for the pay periods you are not paid 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](#). Once you are in the document, reference Medical Leave and/ or Family Care Leave.

18. Q: Do holidays extend my Parental Leave?

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

19. 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.

20. Q: Who can I contact if I have questions about parental leave?

A: You can reach out to Lincoln Financial by phone or email at: 888-873-5476 or AdobeAdmin@lfg.com.