



U.S. Organ or Bone Marrow Donation 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 Organ or Bone Marrow Donation Leave?

A: Organ or Bone Marrow Donation Leave is available to you as of your first day of employment at Adobe.

Q: How does Organ or Bone Marrow Donation Leave work?

A: Adobe provides up to 30 days paid leave during a single 12-month period (beginning on the first day you take leave) for the purposes of donating an organ to another person. Non-exempt employees must take the first 5 days as PTO; exempt employees must take the first 5 days as Sick time. The remainder of the leave will be paid through Adobe payroll. Adobe also provides up to 5 days off during a single 12-month period for bone marrow donation, which will be counted against your PTO (non-exempt) or Sick time (exempt).

Employees may take the time off all at once or incrementally. For example, you may need to take leave to participate in more than one medical procedure separated by several weeks of work.

Q: How much time can I take off for Organ or Bone Marrow Donation Leave?

A: You may take up to 30 days in a 12-month period to donate an organ, and up to 5 days in a 12-month period to donate bone marrow. You can take it all at once or incrementally.

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

A: Health care coverage continues throughout your Organ or Bone Marrow Donation Leave.

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: Can I use my Sabbatical while on Organ or Bone Marrow Donation Leave?

A: You cannot use your Sabbatical during the paid portion of your Organ or Bone Marrow Donation Leave. During any unpaid portion, you may use your Sabbatical concurrently with your leave to receive pay.

Q: Does my Organ or Bone Marrow Donation Leave affect my Sabbatical eligibility date?

A: No.

Q: I'm enrolled in the Flexible Spending Account (FSA) Program. Will my contributions continue to be deducted while I'm on leave? How do I ensure I still meet my annual FSA election?

A: There is no impact to your FSA, unless you stop receiving a paycheck from Adobe and get paychecks from Lincoln Financial. If you stop receiving a paycheck from Adobe, you can make a catch-up contribution to ensure you meet your annual election. Contact the Adobe Benefits Support Team at 855-898-4218 or adobebenefits@conduent.com for instructions on how to make a catch-up contribution.

Q: I'm enrolled in the Aetna HealthSave (HSA) Medical Plan. Will my employee contributions continue during my leave? I want to make sure I contribute my annual election.

A: There is no impact to your HSA employee contributions, unless you stop getting a paycheck from Adobe. If you stop receiving a paycheck from Adobe, you can submit changes to your pre-tax HSA contribution through the [Adobe Benefits Enrollment Site](#) at any time. You may also contribute directly to your HSA through HealthEquity during your leave. Contact [HealthEquity](#) directly for more details.

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

A: Exempt Employees may not use Time off to receive pay during a leave of absence. Non-Exempt Employees can use PTO to receive pay.

Q: I'm a non-exempt employee; can I cash out my PTO while on an Organ or Bone Marrow Donation Leave?

A: Yes.

Q: What if I decide not to return to work at the end of my Organ or Bone Marrow Donation Leave?

A: If you decide not to return to Adobe, contact your manager to discuss next steps as early as possible before your return-to-work date.

Q: Who do I contact with questions?

A: For questions regarding an Organ or Bone Marrow Donation Leave, contact Adobe's Employee Resource Center (ERC) at **6-HELP (408-536-4357)** or at erc@adobe.com. To initiate your claim for a Military Leave, contact Lincoln Financial at **800-459-3772**. For questions regarding your existing Military Leave, contact **888-873-5476** or email AdobeAdmin@lfg.com.