Sabbatical tips for employees

Adobe Sabbatical Program

The Adobe Sabbatical Program exists in four countries (Canada, India, Japan, and US) and provides employees with the opportunity to take additional paid time off every five years to relax, recharge, and re-energize. Employees have two years to complete their sabbatical once they have qualified for the program. This tip sheet provides employees with the resources on how to plan and manage a sabbatical.

Resources

By country

- Canada Sabbatical Policy
- India Sabbatical Policy
- Japan Sabbatical Information
- United States Sabbatical Policy

All eligible countries

- Submit your Sabbatical
- Find your Sabbatical Eligibility Date
- Welcome Back tip sheet

Before the sabbatical

1 Pre-planning

> Start a conversation with your manager six months prior to when you plan to take your sabbatical and get approval of the time off 60–90 days before you will take it. Advance notice is preferred to help your manager plan for your absence and maintain business continuity.

> Proactively let your manager know your sabbatical plan and communicate any changes in timing.

> Build a transition plan with your manager to offload and re-engage your work.

> Take time to review your country's Sabbatical Policies to find out if there will be an impact to your pay and benefits by using the resource links above.

> As a reminder, check your sabbatical eligibility and expiration dates in Workday by navigating to "Time Off" > "Sabbatical Eligibility". It is important to take your sabbatical within the two-year time period because it cannot be extended.

2 Take the time

> Taking care of yourself is important. Plan to use your time to disconnect and learn something new, discover a passion, or do things you enjoy outside of work.

3 Tracking time

> Once your sabbatical is approved, enter your time off directly in Workday at least 60–90 days prior to your sabbatical start date.

4 Transitioning out

> If your work is being allocated to someone else, take time to train your backup support at least 30 days prior to your sabbatical start date.

> Set clear expectations with your colleagues and manager on how often you want to be connected during this time.

> Remember to turn on your "out of office" notification and provide back-up contact information.

During the sabbatical

1 **Enjoy your time**

> Make the time to support your own wellbeing before your sabbatical expires so that you return to work re-energized.

> Notify your manager if there are any unexpected changes to your timeline for returning to work.

After the sabbatical

1 **Transition time**

> View the manager and employee Sabbatical Welcome Back tip sheet for detailed information on the transition back to work.

> Revisit your transition plan to re-engage..

2 **Share your experience**

> Share your sabbatical experience in a team meeting or all-hands.







