



Disaster and Epidemic Time Off (DETO) Policy

Adobe is committed to supporting our employees and their families during uncertain and difficult times. Effective January 1, 2022, Disaster and Epidemic Time Off (DETO) was introduced to allow you to take time away from work to be fully present during challenging moments resulting from significant events, epidemics, and pandemics.

Eligibility

All Adobe employees (including interns and Adobe-paid temporary employees) are eligible for DETO starting on their first day with Adobe.

Entitlement

Eligible employees may take up to 20 working days per calendar year of paid time off if they meet conditions in Criteria A **and** Criteria B in either “Significant Events” or “Epidemics and Pandemics” below.

Significant Events*

Criteria A

- Adobe’s Global Safety & Security team, through the 24/7 Global Security Operations Center (GSOC), have issued an official notification (“Adobe Emergency Alert”) to your corporate email indicating there has been a significant event at your primary home location **OR**
- Your local, state, or federal government has declared a state of emergency in your primary home location due to a significant event **OR**
- Adobe’s CEO or CHRO has declared an event of significant concern to the business.

Criteria B

- Your primary home location has become uninhabitable or unsafe, **OR**
 - There is a lack of power, water or connectivity at your primary home location, **OR**
 - You are caring for an immediate family member (who normally lives in your household or in the same affected area) due to a lack of childcare or elder care support because the significant event has resulted in school or care facility closures.
- * Significant events typically relate to natural disasters such as earthquakes, hurricanes, wildfires, floods, etc. However, this list is not exhaustive.

Epidemics and Pandemics

Criteria A

- The World Health Organization (WHO) has declared a healthcare emergency due to an epidemic and/or pandemic in your primary home location. **AND**
- Your country's government or public health authority declares an epidemic and/or pandemic state of emergency and restrictions apply.

** Should you later discover that your illness was not in relation to the epidemic / pandemic, please leverage your sick leave as needed.

Criteria B

- You are experiencing physical symptoms due to a known case of the illness related to the epidemic/pandemic** **OR**
- You are caring for an immediate family member (who normally lives in your household or in the same affected area) due to illness in relation to the epidemic or pandemic **OR**
- You are caring for an immediate family member (who normally lives in your household or in the same affected area) due to a lack of childcare or elder care support because of epidemic or pandemic-related school or care facility closures **OR**
- You are receiving a vaccination or experiencing immediate side effects of the epidemic or pandemic-related vaccination or other medical treatments **OR**
- Any other epidemic or pandemic-related reasons as defined by local law or ordinance that may be in effect during this period (such as physician-recommended quarantine or other jurisdiction-specific scenarios).

The 20 days can be used continuously (i.e., in one block) or in one-day increments unless otherwise stated by applicable law. It must be taken at the time of the immediate need. Employees who are scheduled to work less than full-time as defined by local legislation will be paid per scheduled hours and have their leave pro-rated accordingly.

How to apply

- Step 1** Discuss with your manager the need to take DETO and the expected length of time you will be away from work
- Step 2** Log onto Workday
- Step 3** On the Home Page, select the 'View All Apps' button towards the right-hand side of the screen
- Step 4** Select the 'Time Off and Leave' worklet
- Step 5** Select 'Request Time Off'
- Step 6** Select the dates you wish to take off and click the 'Request Time Off' button
- Step 7** Select the appropriate category in the drop-down menu and enter the daily quantity
- Step 8** Enter the reason for taking DETO in the comments box (e.g., "An earthquake in Japan has resulted in my home being unsafe to reside in") and click 'Submit'

Additional notes

- You do not need to upload any documentation; however, Adobe reserves the right to request documentation where the government has declared a state of emergency.
- You have up to 30 days from your first day of using this benefit to enter it into Workday.
- A notification will be sent to your manager following your submission on Workday. This time off is automatically approved in Workday since the expectation is that you and your manager have already discussed it and given approval. If critical circumstances prevent you from doing so, please contact your manager as soon as possible.
- Please ensure that you have updated Workday with your personal contact information, location and emergency contacts in case Adobe's Global Safety & Security/Global Security Operations Center team needs to notify you about a potential situation.

What else do I need to know?

- When you take DETO, you will be paid as if you are on PTO and your benefits will continue as normal.

- You continue to accrue paid leave while you are on DETO in countries with defined employment entitlements.
- This leave runs concurrently with and is inclusive of any country-specific emergency statutory leave required by statute.
- This leave is exclusive of public holidays (including Adobe shutdown periods) and is in addition to any existing Adobe-paid time off or leave of absence benefits.
- If you fail to return to work following utilization of DETO and do not notify your manager, employment with Adobe will be terminated for job abandonment to the extent permitted by local laws.
- DETO can be taken consecutively with other time off benefits such as PTO, sick leave (if applicable) and sabbatical (for US, Japan, India, and Canada only).
- This leave is not a form of additional wages for services performed.
- Any unused days will be forfeited on December 31 each year and will not be carried forward to the following year. Unused days will not be cashed out upon termination. On January 1 of each year, your 20 days will be refreshed in Workday.
- An immediate family member is defined as:
 - Spouse / common law partner, parents, siblings, and children
 - Spouse/common law partner’s parents, siblings, and children
 - Grandparents
 - Grandchildren
 - And any other family member defined as “immediate” by applicable statute.
- If you are sick or need additional time off due to reasons not defined in this policy, including vacation/holiday, please leverage your available time off benefits. Time off benefits and policies vary by country; visit the [Time Off page on Inside Adobe](#) for country-specific information.
- For further information about this benefit or policy, please refer to the [FAQs](#) or [contact ERC](#) for additional assistance.

Disclaimers

- Adobe reserves the right to terminate or modify this program at any time and for any reason with little or no prior notice.
- No employee will be subject to discrimination or retaliation for utilizing this time off benefit.