Disaster and Epidemic Time Off (DETO) Policy FAQs

General Questions

Q: I was on approved PTO or Adobe business travel in another country when a significant event or epidemic occurred. Am I able to utilize DETO (instead of PTO) until I can safely return home?
A: Yes. If you meet the criteria for DETO while you are on approved PTO or Adobe business travel in another location (which is not your primary home location), you may use this type of time off (view the eligibility criteria in the policy). Please contact Adobe's Global Safety & Security Team (GSOC) in this instance as soon as you are able. Extended working time in a location other than your designated work location may have tax and benefits impact. Please contact the ERC immediately to find out how you are impacted. If you were authorized to travel for business in a foreign country, consult with your manager to determine if certain costs may be expensed in line with Adobe's travel and expense policy during your period of leave.

Q: There was a significant event that occurred in my primary home location. I can work safely at home, and I have no dependent or elderly care constraints, but I am experiencing medical concerns because of this incident. Am I entitled to use this benefit?
A: You do not meet Criteria B of the policy under a Significant Event in this instance. If you are physically unwell, please seek medical advice and use your sick/medical leave as required. If you are experiencing emotional distress, please reach out to your local Employee Assistance Program (EAP) service and/or leverage your sick/medical leave.

Q: How do I receive an Adobe GSS/GSOC Emergency Alert notification?
A: To receive a GSOC notification, your current location information in Workday must be correct. Check your contact information in Workday and provide an update if needed. The notification will be sent to your corporate Adobe email address and registered mobile phone.

Q: What does "same affected area" mean in relation to immediate family members? May I use DETO to look after immediate family members in another country who have been affected by the same global pandemic?
A: The "same affected area" typically means within the same city or a reasonable driving distance. Immediate family members must live in your residence or in the same affected area as your residence for you to qualify for this time off, and they must also be affected by the same significant event or epidemic/pandemic. We understand that this is a very difficult time for you and your family. If you need time away from work, please leverage your available time off benefits.

Q: I would like to volunteer in an area severely impacted by a significant event. May I use this time off for charitable work?

A: No, this time off does not extend to volunteering endeavors. Please leverage your other available time off benefits. For every hour of volunteer service an Adobe employee contributes to one or more eligible community organizations, Adobe will provide a matching volunteer grant. For more information, please visit the Create Change Dashboard.

Q: I am a timecard employee. Is there anything I need to be aware of?
A: It is important that you submit your request for DETO as soon as possible. If not, this may result in a delayed paycheck. Please also refer to the FAQ below if you are a part-time employee.

Q: How do I apply for DETO if I am a part-time employee?
A: If you are not required to submit a timesheet, please follow the steps as outlined in the "How to Apply" section of the policy to submit your time off application in Workday.

If you are required to submit a timesheet, please enter the hours in the timecard as if you were working on that day to ensure your pay is not impacted when you are on DETO. To avoid a discrepancy of hours on your timesheet, your total working hours should be the same as the scheduled working hours in the week.

For example:

a. If your work hours are the same every day in a week (e.g., three hours from Monday to Friday), you can apply for DETO on any day of the week you need to use this benefit. No further adjustments in your timecard are required.
b. If you only work a few days in a week, and:
    i. If you intend to take the whole week off for DETO, you will need to apply for DETO for each day i.e., Monday – Friday. No further adjustments in your timecard are required.
    ii. If you intend to utilize DETO on one of your working days, you will need to apply for DETO and separately enter "adjusted hours" for the same day in Workday. For example, if your weekly scheduled working hours is 24 and you only work from Monday to Wednesday (i.e., 8 hours per day), should you intend to utilize DETO on Monday, you are required to enter 8 hours – (24 hours/5 days) = **3.2 hours** in the timecard.

Q: A significant event impacted me during an Adobe shutdown, and I became eligible to take DETO. The shutdown period includes some public holidays and a mandate to use my accrued PTO for the remaining time. What time off should I utilize?
A: If you are eligible for DETO over shutdown, you may use DETO in lieu of accrued PTO. DETO cannot be used in lieu of public holidays and no credit for public holidays will be provided.

Q: Immediate family members (as defined in the policy) have just received the COVID vaccine and are experiencing symptoms and side effects. Can I take DETO to care for them?
A: Yes, you can use DETO for this purpose.

Q: I do not accrue time off. Do I still need to record this time off? (U.S. only)
A: Yes. All regular full-time and part-time employees, interns and Adobe-paid temporary employees are required to record this time off in Workday even if they do not accrue paid time.