

# Welcome Back

## For Managers



Employees who return from sabbatical often feel rested, revived, and ready to take on new challenges. One manager shared with us, “When employees come back refreshed and full of new ideas, it helps the whole team.”

Still, it takes time to transition back into the day-to-day which is why there are some simple things you, as their manager, can do to help employees ease back upon their return. Managers play a critical role in supporting an employee who is returning from a sabbatical. The success of their return to Adobe is largely due to the consideration and planning completed by their manager and team.



### Before the employee returns

- 1 Send a welcome back note**
  - > A sample version that you can customize is shown at the end of this message.**Confirm time off in Workday**
  - > If your employee forgot to enter their sabbatical time off in Workday, please send a reminder to take this important step as soon as they return.

### Welcome back

- 1 Revisit the transition plan**
  - > Creating a transition plan was recommended in the [tip sheet](#) prior to your employee taking a sabbatical. If you and your employee missed this step, set aside time to build a plan with your employee within their first few days back.
  - > Review the re-engagement/transition plan that was established with your employee.
- 2 Touch base with your employee**
  - > Use this time to discuss expectations, goals, and priorities as they transition back into the work environment.
- 3 Create a warm welcome**
  - > Consider organizing a welcome back lunch/happy hour with the team (either in person or virtually).

## Transition time

- 1 Ramp up**
  - > Give your employee time to ease back into their role. After four or more weeks off, they will need time to do things like clear their email inbox, watch any recent all-hands meetings, complete compliance trainings, reacquaint with colleagues/clients, etc.
  - > Encourage other members of the team to give the employee time to catch up.
- 2 Resume your cadence**
  - > Resume your ongoing 1:1 and team meetings.
  - > If the returning employee is a manager, discuss people manager needs and assist in setting up appropriate meetings.

## Encourage the employee to share their experience

### Share their story

- > Allow employees to share their sabbatical experience in a team or all-hands meeting if they feel comfortable. This will help other members of your team feel comfortable taking sabbatical when they are eligible.

## Welcome Back email template

Suggested text to send prior to employee's return date.

**To:** Employee on leave

**From:** People Manager of employee on leave

**Subject:** We look forward to your return!

<Employee name>

On behalf of our entire team, we look forward to welcoming you back to Adobe! We are happy that you were able to take the time you needed and we're thrilled you'll be rejoining the team. I know that being away from work can be difficult.

Please let me know if there is anything I can do to support you through the transition period. I hope you can take a few minutes to review the Welcome Back Guide and take advantage of any other resources that can help you ease back into our routine.

In the interim, if you have any questions or if there is anything I can do to help, please don't hesitate to ask. You may also submit a case with the Employee Resource Center (ERC).

<Manager>