Welcome Back
For Employees

![Adobe]

Welcome back from sabbatical! We hope this time off has left you relaxed and rejuvenated. Learning to balance work and life is an important part of returning from your leave.

Adobe understands that it takes time to get up-to-speed after an extended time off. To set you up for success, we are sharing some reminders to help with the transition. Adobe managers also have a Welcome Back resource to support you as you prepare your return to work.

Transition time

1	**Revisit your transition plan**
	> Creating a transition plan was recommended in the tip sheet prior to taking your sabbatical. If you missed this step before you left, set aside time to build one with your manager the first few days upon your return.
2	**Touch base with your manager**
	> Verify your time off is entered in Workday
	> This is a good time to review your transition plan together, or build one if needed.
3	**Meet with colleagues**
	> Catch up with your stakeholders on shared goals and business initiatives.
4	**Ramp up**
	> Remember that it's ok to give yourself time to catch up.

Share your experience

1	**At all-hands or team meetings**
	> There is value in taking time to rest, recharge and make the most of your sabbatical. Share your perspective with colleagues and other employees.
2	**In a survey**
	> If a survey comes your way, be sure to share your feedback so the program can continue to improve!

Support others

1	> **Be supportive** of colleagues when they take their sabbatical.