



# Rewards Impact during a leave of absence

## ENCOMPASSES BENEFITS, COMPENSATION, TIME OFF IN APAC AND JAPAN

A leave of absence (LOA) is generally defined as any approved absence from work for an extended period of time for a specific reason. LOAs are defined as follows:

	Paid LOA	Unpaid LOA			
	Paid LOA	Unpaid Parental LOA	Unpaid Medical LOA	Unpaid Personal LOA	Other Unpaid LOA
Definitions	Any LOA where you continue to be paid by Adobe (including partial payments). This excludes situations where you are on unpaid LOA and receive payment (e.g., insurance payouts, statutory compensation, etc) facilitated through the Adobe payroll. Paid LOA includes paid parental leave. For further information on parental leave, including eligibility criteria, please refer to Appendix A for policies and FAQs.	Any unpaid parental leave. This includes unpaid childcare leave where it is taken consecutively with paid parental leave. Benefit coverage for insurances will be based on the child's birth date or adoption date.	Any unpaid leave related to medical treatment or hospitalization for the employee only.	Any unpaid leave as covered under the <a href="#">unpaid personal leave policy</a> .	Any unpaid leave not covered in the other unpaid categories.

Prior to taking a LOA, please note the following:

- The eligibility for LOAs depends on both your home country policies and the LOA type. It is your responsibility to check eligibility rules and confirm that the LOA type is appropriate.
- If the leave benefits provided by Adobe indicated below are more favourable than what is required under local regulation, Adobe follows this table. Where local regulation provides more favourable leave benefits, the local regulation will prevail.
- Where there is a break in insurance coverage, some insurers may reset waiting periods (e.g. pre-existing conditions) and apply other restrictions when you are back to paid work. Adobe will not compensate employees in these circumstances. Please reach out to [ERC](#) if the length of your absence will result in your insurance being suspended temporarily to understand the implications upon return.
- Whilst on any LOA, it is your responsibility to enrol any new dependents on the insurance plan within 30 days of this event.
- You should inform your manager regarding your impending LOA with sufficient notice, so your manager has time to plan for your absence. You must submit your LOA requests in [Workday](#). Please refer to the document on [how to request LOA](#) in Workday.

The following three tables outline the benefit coverage whilst on Leave of Absence (LOA):

**Table 1 – Retirement, Insurance and Other Benefits**

	Retirement, Insurance and Other Benefits				
	Paid LOA	Unpaid LOA			
	Paid LOA	Unpaid Parental LOA	Unpaid Medical LOA	Unpaid Personal LOA	Other Unpaid LOA
<b>Pension/ Retirement/ Superannuation Contribution</b>	No impacts	As there is no salary paid to the employee at this period of time, there would be no salary contribution paid to the pension account.			
<b>Medical (Health) Insurance Benefits</b>	No impacts	Coverage will continue until your <b>child turns 1 years old OR 1 year from the adoption date of your child</b> , subject to the terms and conditions of the insurance contract.	Coverage will continue up to a maximum <b>12 months</b> , subject to the terms and conditions of the insurance contract	Coverage will continue up to a maximum <b>30 days</b> , subject to the terms and conditions of the insurance contract	Coverage will continue up to a maximum <b>30 days</b> , subject to the terms and conditions of the insurance contract
<b>Life &amp; AD&amp;D Insurance Benefits</b>	No impacts	Coverage will continue until your <b>child turns 1 years old OR 1 year from the adoption date of your child</b> , subject to the terms and conditions of the insurance contract.	Coverage will continue up to a maximum <b>12 months</b> , subject to the terms and conditions of the insurance contract.	Coverage will continue up to a maximum <b>30 days</b> , subject to the terms and conditions of the insurance contract.	Coverage will continue up to a maximum <b>30 days</b> , subject to the terms and conditions of the insurance contract.
<b>Salary Continuance Insurance Benefits</b>	No impacts	Coverage will continue until your <b>child turns 1 years old OR 1 year from the adoption date of your child</b> , subject to the terms and conditions of the insurance contract.	Coverage will continue up to a maximum <b>12 months</b> , subject to the terms and conditions of the insurance contract.	Coverage will continue up to a maximum <b>30 days</b> , subject to the terms and conditions of the insurance contract.	Coverage will continue up to a maximum <b>30 days</b> , subject to the terms and conditions of the insurance contract.

	Retirement, Insurance and Other Benefits				
	Paid LOA	Unpaid LOA			
	Paid LOA	Unpaid Parental LOA	Unpaid Medical LOA	Unpaid Personal LOA	Other Unpaid LOA
<b>Learning Fund (Education and Professional Development)</b>	You are eligible to complete course(s) in progress before your leave began; otherwise, your eligibility is suspended until you return to work.				
<b>Wellness Reimbursement</b>	No impacts – employees may continue to claim Wellness reimbursements whilst on any paid or unpaid LOA				
<b>Adoption Assistance</b>	You will be eligible for reimbursement only for adoption expenses incurred before the onset of your leave, but not subsequent expenses, until you return from your leave.				
<b>EAP / Headspace / LifeDojo</b>	No impacts – employees may continue to use these Wellbeing programs whilst on any paid or unpaid LOA				
<b>Patent Award Program</b>	Employee is eligible to participate within the <a href="#">program guidelines</a> .				
<b>Employee Discount Program</b>	No impacts – employees may continue to use these discount programs whilst on any paid or unpaid LOA				
<b>Employee Referral</b>	Employee is eligible to referring profiles and also eligible for referral bonus in case the candidate is selected.				
<b>Statutory Benefits</b>	No impacts	Statutory benefits will cease unless required under local regulation			

Table 2 – Time Off, Other Leave and Holidays

	Time Off, Other Leave and Holidays				
	Paid LOA	Unpaid LOA			
	Paid LOA	Unpaid Parental LOA	Unpaid Medical LOA	Unpaid Personal LOA	Other Unpaid LOA
<b>Vacation Leave (i.e. Annual Leave or PTO)</b>	No impacts	Accrual shall be suspended for the length of employee's unpaid leave.			
<b>Sabbatical Programs</b>	No impacts	Sabbatical date would not be affected as long as the leave is <b>no longer than one year</b> . If the leave exceeds a year, Sabbatical eligibility date would be adjusted by the time of the leave that is beyond 12 months.			
<b>Long Service Leave (LSL) - Australia only</b>	No impacts	Adobe follows the statutory rules in each state or territory in Australia in calculating LSL entitlements. In New South Wales, authorised unpaid leave (including parental leave) does not break an employee's continuous service with Adobe however this time does <b>not</b> count towards the length of the employee's continuous service for calculating LSL i.e. LSL entitlement will not accrue in this time. In Victoria, unpaid leave (including parental leave) does not break an employee's continuous service with Adobe and up to 52 weeks (of unpaid leave) will count towards employment for LSL purposes i.e. LSL entitlement will continue to accrue in this time.			
<b>Statutory Holidays</b>	No impacts	Employees shall not be paid for any statutory holidays that falls during the unpaid leave.			
<b>Global Wellbeing Days</b>	No impacts	Employees shall not be paid for any Global Wellbeing Days that falls during the unpaid leave.			
<b>Other Leave</b>	No impacts	All leave accrual shall be suspended unless required by local regulation. If the leave is granted up front, employee would be granted all days for the year unless the employee is away from work during the entire calendar year. An employee on unpaid LOA is prevented from using Adobe paid leave (e.g. Disaster and Epidemic Time Off, Bereavement Time Off, etc), even where they meet the eligibility criteria.			
<b>Statutory Benefits</b>		Statutory benefits will cease unless required under local regulation			

**Table 3 – Compensation, Check-In and Adobe Stock**

	Compensation, Check-In and Adobe Stock				
	Paid LOA	Unpaid LOA			
	Paid LOA	Unpaid Parental LOA	Unpaid Medical LOA	Unpaid Personal LOA	Other Unpaid LOA
<b>Base Salary</b>	No Impacts	No base salary will be paid under unpaid LOA unless the leave is due to a workplace injury. Please reach out to ERC for further information if this applies to you.			
<b>Annual Incentive Plan</b>	Paid approved leaves are subject to a 182-day grace period where proration does not occur until the 183rd of the LOA. Refer to the <a href="#">Annual Incentive Plan</a> summary and discuss any questions with your manager.	Unpaid LOA are subject to proration of the target bonus amount from the first day of leave. Bonus is based on days actually worked during the eligibility period. Refer to the <a href="#">Annual Incentive Plan</a> summary and discuss any questions with your manager.			
<b>Check-Ins and Pay increases</b>	<p>Check ins will not occur while the employee is away on LOA. However, the employee should resume the check in's once the employee is released back to work.</p> <p>Any pay increases will be evaluated at the same time as everyone else and will be based on the work the employee accomplished during the period the employee worked. Any increase to the employee's salary will not take effect until the employee is back on Adobe Payroll.</p>				
<b>Commission Plans</b>	In general, while on an approved LOA (whether paid or unpaid), variable commissions (VCT) will not be payable and no commissions are earned. For LOAs where income replacement is provided (e.g. parental leave), your Total Target Compensation (TTC) will be used as the basis for calculating the income replacement benefit. For additional questions, check out the <a href="#">Sales LOA FAQ</a> or speak with your manager.				
<b>ESPP</b>	No impacts	Deductions will stop once you are no longer receiving an Adobe pay check and will resume upon your return to Adobe payroll. If a purchase period occurs during your leave, the amount in your account will be used to purchase stock on the purchase date, unless you have been on leave more than 90 days. Your participation will be withdrawn on the 91st day of your leave and you will be eligible to re-enrol during the ESPP enrolment window (June and December) following your return.			

	Compensation, Check-In and Adobe Stock				
	Paid LOA	Unpaid LOA			
	Paid LOA	Unpaid Parental LOA	Unpaid Medical LOA	Unpaid Personal LOA	Other Unpaid LOA
<b>Restricted Stock Units (RSUs)</b>	No impacts to vesting schedule	No impacts to vesting schedule		On the first day after your leave commences, the vesting schedule for all unvested Restricted Stock awards shall be paused until you return to active employment and will resume vesting on the next available release date, thereby extending the overall vesting term of the grant.	No impacts to vesting schedule
<b>Statutory Benefits</b>	No impacts	Statutory benefits will cease unless required under local regulation			

Disclaimers

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

## Appendix A – Parental Leave Policies and FAQs

- Australia [Policy](#) | [FAQs](#)
- China [Policy](#) | [FAQs](#)
- Hong Kong [Policy](#) | [FAQs](#)
- Japan [Policy](#) | [FAQs](#)
- Korea [Policy](#) | [FAQs](#)
- [Korea Childleave Policy](#)
- New Zealand [Policy](#) | [FAQs](#)
- Singapore [Policy](#) | [FAQs](#)
- Taiwan [Policy](#) | [FAQs](#)