



# India Unpaid Personal Leave Policy

An Unpaid Personal Leave of Absence may be granted upon request to employees for important pressing personal needs once all other appropriate leave balances have been exhausted. This Global Unpaid Personal Leave Policy is effective January 10, 2023 in India, superseding any prior regional Adobe Personal Leave policy.

## Eligibility

You may be eligible to take Unpaid Personal Leave if you meet all the below conditions:

- You are an Adobe regular employee and have worked at Adobe for at least 12 months
- You are in good standing with Adobe (i.e. not on a performance improvement plan)
- Business conditions can accommodate your request, as determined solely by Adobe
- You have exhausted all your accrued paid time off balance (including PTO, vacation leave, advance vacation leave casual leave, etc.), or you are a transfer in a country where you have not accrued paid time off yet
- There are no other relevant time off plans available that you can leverage

## Guidelines

Generally, you may request Unpaid Personal Leave so that you have the time you need for educational pursuits, extended vacations, a family crisis, or other personal reasons. You must have already exhausted all accrued paid time off, including relevant time off programs in your region.

Requests for Unpaid Personal Leave are reviewed on a case-by-case basis and are approved at the discretion of your management team, HRBP, and the ERC. Generally, decisions will be based on the reason for leave, length of time away, the employee's position and duties, business requirements during the leave, and the employee's work history and performance.

If your request for Unpaid Personal Leave is granted, you may take between 1 to 3 months of unpaid leave. The amount of time approved is subject to your manager's discretion and the needs of the business. A one-time extension of up to 3 months may also be granted upon approval. With the approved extension, this means the total unpaid personal leave cannot exceed 6 months.

## Applying for Unpaid Time Off under 31 days

If you request unpaid time off for under 30 consecutive calendar days, please submit "Unpaid Time Off" through Workday, subject to manager approval. You will need to use all your accrued paid time off available (including advanced vacation leaves) before the unpaid time off can be used. You will not be paid salary during the unpaid time-off period. However, there will be no impact on your benefits

If your Unpaid Time Off extends beyond the 30 consecutive calendar days (i.e. from the 31<sup>st</sup> day onwards), you will need to apply for Unpaid Personal Leave (see below) and your leave start date will retroactively begin on the first day of your Unpaid Time Off.

## Applying for Unpaid Personal Leave 31 days or longer

To apply for an Unpaid Personal Leave longer than 30 consecutive days, you must initiate your request with your manager and the ERC at least 60 days before your leave commences. If the leave could not be predicted, you should request your leave as soon as possible.

### **India. Employees**

You will request your leave by entering an Unpaid Personal Leave in Workday, which is then routed to your manager. Your manager and HRBP will discuss your request and then route their decision back through the ERC. If Adobe has approved your Unpaid Personal Leave, the ERC will send you the Unpaid Personal Leave Agreement via Adobe Sign that must be signed to confirm your acceptance of the terms and conditions of the leave. Failure to sign and return the agreement will result in the withdrawal of agreement for the Unpaid Personal Leave. Once the agreement is fully signed and approved, your leave will be approved in Workday.

## Impact on Benefits and Incentives

For unpaid Personal Leaves longer than 30 days, impacts to benefits, compensation, and time off will be outlined in the India specific benefits impact document (see Appendix).

### **RSUs during a Personal Leave of Absence**

On the first day after your Personal 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. You can find more information on Inside Adobe > [Employee Stock Purchase Plan](#).

## Returning to work following Unpaid Personal Leave

An employee will be expected to return to work following their leave on the date agreed with Adobe. Failure to return on the date agreed will be treated as an unauthorized absence unless a valid reason for the absence can be proven in advance.

If an employee wishes to return to work earlier than their expected return date, they must give Adobe at least 4 weeks of notice to the early return date, preferably in writing. If the employee fails to provide notice, Adobe may postpone their return to a date that will give Adobe 4 weeks of notice if it is not later than the expected return date.

### **Please note:**

Upon the return to work, Adobe shall make every effort to reinstate the employee in his / her present position or in an equivalent or comparable position in the company and at a salary that is not less than his/

her last drawn salary prior to the employee's leave. However, Adobe cannot guarantee employee's job once he/she returns from the Leave of Absence. In the eventuality the employee is unable to be placed in their original role, despite all reasonable efforts, Adobe shall be constrained to discharge the services of the employee in accordance with applicable laws and employment terms."

You must contact the Employee Resource Center at least two weeks before your Unpaid Personal Leave expires to begin this process. If you are unable to find a suitable position upon your return from an Unpaid Personal Leave, your employment with Adobe will terminate and you will not be eligible for severance benefits. If, while you are on an Unpaid Personal Leave, you accept a position with another company, your employment with Adobe will be considered voluntarily terminated.

## Not returning to work following Unpaid Personal Leave

If you decide not to return to work after an unpaid Personal Leave, you must give notice of resignation as soon as possible and in accordance with the terms of your contract of employment. If the notice period would expire after the leave has ended, Adobe may require you to return to work for the remainder of the notice period.

## 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.

# Appendix

Benefit impact information for India

INDIA: [India Benefits Impact Summary](#)