



India Personal Leave of Absence FAQ

This document provides an overview. It is not intended to be a complete description. If there is any conflict between the information presented here and the official Leave of Absence Policy, the policy will govern.

Q: How does Personal Leave work?

A: Personal Leave is available, subject to manager's approval, for you to take time off for pursuing further education, extending a vacation or other personal reasons.

Q: What are the eligibility requirements for Personal Leave?

A: You may be eligible to take a Personal Leave if you've worked at Adobe for more than one year, you are in good standing with the Company (i.e. not on a performance improvement plan), and business conditions can accommodate your request. You must also have used all accrued paid time off prior to your unpaid leave.

Q: How much time can I take off for Personal Leave?

A: You may request time off for an unpaid personal leave from 1 up to 3 months. Extensions of up to an additional 3 months may also be granted if approved by your manager. Unpaid time off for a period of less than 1 month does not qualify as Personal Leave. If you have exhausted accrued paid time off and wish to take less than 30 unpaid days, you must submit your time off through Workday with manager's and HRBP approval.

Q: What is the impact to my benefits?

A: See the Benefits Impact Summary document in the Time-Off section of policies and documents on benefits.adobe.com/in to learn how a Personal Leave impacts all your benefits.

Q: Will my RSUs continue to vest while I'm on an unpaid Personal leave?

A: 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](#).

Q: How is my Annual Incentive Plan (AIP) bonus target impacted by a duration of Personal (unpaid) leave?

A: Your AIP bonus target may be impacted by a period of Personal leave, please review the details of AIP on the [Short-Term Incentive](#) page of Inside Adobe.

Q: What is my last day at work?

A: Your last day at work is the last day you are doing your job for at least half of your regularly scheduled work day, including telecommuting. Your last day is not a holiday, PTO, vacation or other paid day off.

Q: Is my job guaranteed upon my return from Personal Leave?

A: No; Adobe cannot guarantee that your current job, or a similar position with Adobe, will be available when you return from your Personal Leave. However, Adobe will make best efforts to accommodate in same or similar role.

Q: Can I use my Sabbatical while on Personal Leave?

A: No.

Q: Does my Personal Leave affect my Sabbatical eligibility date?

A: Your sabbatical eligibility date will be adjusted by the length of your leave that extends beyond 30 calendar days.

Q: Can I use my PTO (if non-exempt) or Time off (if exempt) in conjunction with my Personal Leave?

A: No. You must have exhausted all accrued paid time off prior to taking an unpaid personal leave.

Q: What if I decide not to return to work at the end of my Personal Leave of Absence?

A: If you decide not to return to Adobe, contact your manager to discuss next steps as early as possible before your return-to-work date.

Q: Who do I contact with questions?

A: For questions regarding a Personal Leave, contact Adobe's Employee Resource Center (ERC) at ext. 6-HELP (+91-120-6122600) or erc@adobe.com

Q. Do holidays or company breaks extend Personal Leave?

No; company breaks and holidays do not extend your Personal Leave.

Q. Can the manager initiate a replacement requisition while the employee is on Personal LOA?

The backfill for an employee going on an LOA is subjective and is the discretion of the business