

**India: Impact on Benefits while on Unpaid Leave of Absence (LOA)**

Unpaid Leave of Absence		
	Medical Leave of Absence	Personal Leave of Absence
<b>Definitions</b>	Employees may request a Medical Leave of Absence in case of any illness, surgery or other medical events that would keep the employee away from work for an extended period of time. The effective date of the employee's Medical Leave would be the date when the doctor advises him/her not to work.	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. Leave without Pay for more than 30 calendar days is considered as Personal Leave of Absence.

Benefits		
	Unpaid	
	Medical Leave of Absence	Personal Leave of Absence
<b>NPS contribution</b>	There will be no NPS contribution during the period of unpaid LOA	There will be no NPS contribution during the period of unpaid LOA
<b>PF and Gratuity</b>	PF and gratuity will continue during the Leave Without Pay. However, there shall be no contributions made to these schemes during the period.	PF and gratuity will continue during the Leave Without Pay. However, there shall be no contributions made to these schemes during the period.
<b>Health insurance</b>	Employee will continue to be eligible for Life, Personal Accident and Medical insurance for up to a maximum 12 months.	Employee will continue to be eligible for Life, Personal Accident, and Medical insurance for up to a maximum 6 months
<b>Life insurance</b>		
<b>Accident insurance</b>		
<b>Wellness reimbursement</b>	No impact - employees may continue to claim wellness reimbursements whilst on any paid or unpaid LOA	
<b>Professional development reimbursement</b>	Employee is eligible to continue participation in classes in progress at the onset of his/her leave but not for subsequent enrolment.	Employee is eligible to continue participation in classes in progress at the onset of his/her leave but not for subsequent enrolment.
<b>Education Reimbursement</b>	Employee is eligible to continue participation in classes in progress at the onset of his/her leave but not for subsequent enrolment.	Employee is eligible to continue participation in classes in progress at the onset of his/her leave but not for subsequent enrolment.
<b>Employee Discount Programme</b>	Employee is eligible to participate within the program guidelines.	Employee is eligible to participate within the program guidelines.
<b>Patent Award Program</b>	Employee is eligible to participate within the program guidelines.	
<b>Employee Referral</b>	Employee is eligible to referring profiles and also eligible for referral bonus in case the candidate is selected.	Employee is eligible to referring profiles and eligible for referral bonus in case the candidate is selected.
<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 impact - employees may continue to use these Wellbeing programs whilst on any paid or unpaid LOA	

Time off Benefits		
	Unpaid	
	Medical Leave of Absence	Personal Leave of Absence
<b>Vacation Leave</b>	Accrual shall be suspended for the length of employee's unpaid leave	Accrual shall be suspended for the length of employee's unpaid leave
<b>National Festivals/Holidays</b>	Employee shall not be paid for any for National /Festival holidays that fall during the medical leave of absence	Employee shall not be paid for any for National /Festival holidays that fall during the personal leave of absence
<b>Casual Leave</b>	Employee would be granted 8 paid days for the year unless the employee is away from work during the entire calendar year	Employee would be granted 8 paid days for the year unless the employee is away from work during the entire calendar year
<b>Sick Leave</b>	Sick leave has to be exhausted before availing medical leave of absence	Sick leave cannot be availed during the personal leave
<b>Global Well-being day</b>	Employee shall not be paid for Global Wellbeing days that fall during the unpaid leave	
<b>Sabbatical Eligibility</b>	While the employee is on Medical Leave, he/she cannot use Sabbatical leave, but he/she can use the Sabbatical leave after the Medical Leave. Sabbatical eligibility date would not be affected by Medical Leave unless the leave lasts longer than one year. If the leave exceeds a year, the Sabbatical eligibility date would be adjusted by the time that the leave that	Employee cannot use Sabbatical while on Personal Leave. Employee's sabbatical eligibility date shall be adjusted by the length of leave over and above 12 months.

Compensation		
	Unpaid	
	Medical Leave of Absence	Personal Leave of Absence
<b>Base Salary</b>	During the period of unpaid medical leave of absence, the employee will not receive any compensation, unless the medical leave is due to workplace injury	During the period of unpaid personal leave of absence, the employee will not receive any compensation
<b>Annual Incentive Plan</b>	Employee is eligible if this applies to his/her job. Payment shall be pro-rated to reflect the time he/she worked during the quarter. Employee shall be evaluated at the next check in based on the accomplishments during the period he/she worked. AIP is prorated for the duration worked in the Financial year, the amount is payable basis the corporate and individual performance for the duration worked before moving on unpaid medical LDA	Employee is eligible if this applies to his/her job. Payment shall be pro-rated to reflect the time he/she worked during the quarter. Employee shall be evaluated at the next check in based on the accomplishments during the period he/she worked. AIP is prorated for the duration worked in the Financial year, the amount is payable basis the corporate and individual performance for the duration worked before moving on unpaid personal LDA
<b>Check-ins and pay increases</b>	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 back to work. Any pay increases will be evaluated at the same time as everyone else. Merit increases are recommended basis evaluation of the period the employee did work before going for the unpaid LOA. It is basis the performance of the employee. Unpaid LOA: Any increase to the employee's salary will not take effect until the employee is back on Adobe Payroll. Paid LOA: Any increase to salary will be received the new rate effective on the date of the increase.	
<b>Commission Plans</b>	For employee who is eligible, payment shall be based on goal/commission attainment during time worked.	For employee who is eligible, payment shall be based on goal/commission attainment during time worked.
<b>ESPP</b>	Employee is eligible to continue participating in the ESPP. However, as there is no salary paid to the employee at this period, there would be no salary deduction as a part of ESPP contribution.	Employee is eligible to continue participating in the ESPP. However, as there is no salary paid to the employee at this period, there would be no salary deduction as a part of ESPP contribution.
<b>RSU</b>	no impact	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.

**Disclaimer:** 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.