



Adobe – Request for Unpaid Personal Leave
(Canada)

Name: _____ EEID: _____

Leave Start date: _____ Leave End Date _____

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 consecutive 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, if applicable (including PTO, 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

Please review these conditions carefully to ensure you fully understand the implications of each one:

- Review the [Global Unpaid Personal Leave](#) policy for details on eligibility and internal process. and internal process.
- Taking an unpaid personal leave may have an impact on your benefits, time off and compensation. Please review the [Rewards Impact during a Leave of Absence](#) PDF carefully for full disclosure.
- 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](#).
- You will still be bound by your employee obligations following from your employment agreement (if applicable).
- If you require additional personal leave (up to a total of 6 months of leave), you must submit your request at least 14 days before your original leave end date or as soon as practicable. Additional requests of time require manager approval (see below).

Employee Acknowledgment

I have reviewed the [Global Unpaid Personal Leave Policy](#) and the [Rewards Impact during a Leave of Absence](#) documents and understand the impact that taking an unpaid personal leave will have on my benefits, time off, and compensation.

Employee Signature _____ Date _____

Adobe Acknowledgment

I acknowledge receiving notice from the above employee that they wish to take an Unpaid Personal Leave of absence. I have reviewed the Unpaid Personal Leave policy and understand the parameters of eligibility and requirements. I understand that I am under no obligation to approve an unpaid personal leave. By signing below, I am approving the above employee's request for the unpaid personal leave as stated above.

Manager Signature _____ Date _____

Request for additional time (up to 6 months total):

The above-named employee has requested to extend their Unpaid Personal Leave as indicated below. The total Unpaid Personal Leave cannot exceed 6 months.

Revised Leave End Date: _____

Employee Signature _____ Date _____

Manager Signature _____ Date _____