



Leave of Absence - Employee Guide

Guidelines to support employees
going on a leave of absence



This guide provides employees with the tools and resources facilitating their transition into their leave of absence.

To assist during a major life event when employees need to take an extended leave, this guide provides clear steps, resources and guidance to help employees and their manager. The aim of the document is to ensure that employees have a smooth transition into their leave of absence (Such as parental or medical leave).

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Roles and responsibilities

Role of the Employee:

Your responsibilities as you prepare for your leave of absence is to keep your manager informed of the dates. Like your manager, you're expected to engage in the preparation for you transition to their leave of absence. It is also your responsibility to inform the ERC of their leave of absence request and provide all documentation in a timely manner; and if necessary to enter the request into Workday.

Role of the Manager:

Managers play a critical role in supporting an employee who is preparing to take a leave of absence. The success of this transition is largely due to the consideration and planning completed by their manager. It's the managers responsibility to review the leave of absence guide to ensure all actions are completed in preparation for their employees leave of absence. The manager is responsible for tracking their employees leave of absence ready for their return.

Role of the Employee Resource Center (ERC):

The Employee Resource Center (ERC) is responsible for providing guidance to both employees and managers around the process and policy surrounding leave of absences. The ERC will also process the employee's leave of absence request, ensure all documentation is received and will ensure that this is accurately recorded in Workday.

Leave of absence dates in Workday

Viewing Leave of Absence Dates in Workday:

1. Log into [Workday](#)
2. Navigate to your Profile picture and select **View Profile**
3. On the left-hand side click on **Time Off**
4. Click on **Time off and Leave requests**

Returning yourself from Leave in Workday:

1. Log into [Workday](#)
2. Click on **Time Off and Leave**
3. Select **Request Return from Leave of Absence**
4. Enter First Day Back at Work and Actual Last Day of Leave
5. Click **Submit** and Done

Please note: There are some countries which are not yet using Workday to track leaves of absence; you should enter your leave in your local system, if applicable.

Employee Actions

Prior To Leave of Absence:

- Review the Time off and Leave policy on [Inside Adobe](#) > Benefits & Compensation > Benefits & Wellbeing > Time off.
- Ensure your manager and the ERC are aware of your request to go on a leave of absence and provide all necessary documentation within the specified deadlines.
- Confirm with your manager the start date and end date of your leave of absence.
- Please ensure to submit your leave of absence request in [Workday](#) using the instructions on [Inside Adobe](#) > Benefits & Compensation > Benefits & Wellbeing > Time off.
- Set up time to review with your manager your job responsibilities to create detailed handover documentation (e.g. Connecting with key stakeholders).
- Agree with your manager when and how you will communicate while you are on a leave of absence.
- Submit any outstanding expenses, if you need any assistance [Submit a case](#) to the travel and expense team.
- Set up an out of office in outlook and provide a point of contact for any urgent queries.
- If you are a people manager, ensure that appropriate delegation is made in [Workday](#) to ensure approval flows are set up correctly while you are on leave (PTO requests, expenses, etc).
- Review the benefits available and any changes needed as part of a life changing event on [Inside Adobe](#) > Benefits & Compensation > Benefits and Wellbeing.

While on leave:

- Keep in touch with your manager while you are on leave.
- Ensure that if your return to work date changes that your manager and the ERC team are informed, and the relevant documentation is provided.
- Review the [Welcome Back Employee guide](#) in preparation for your return.
- If you have any questions or require any guidance while you are on leave of absence, contact the ERC team by [Submitting a case](#).

Have a question?

For a complete list of contacts please view the [Support Center](#) on Inside Adobe. However, for the most popular contacts, please see a list below.

Resource	Description	How to contact
Employee Resource Center	For questions about the parental leave policy and supporting employees.	Employee Resource Center +353 (1) 242-6767 Submit a case
Payroll	For questions regarding tax forms or paychecks/deductions	payroll@adobe.com Romania employees: adobepayroll@mazars.ro
Ergonomic assessment	If you feel discomfort performing regular job duties, request a workspace evaluation.	Ergonomic Assessment form
IT Questions-Service Desk	For questions regarding your password, VPN, SSO, software/hardware issues, and updates to work phone, email address, etc.	IT Service Desk Chat or Submit a Case
Benefits Support	For general questions regarding medical, dental and vision; adding a dependent and enrollment.	Inside Adobe > Benefits & Compensation > Benefits & Wellbeing > Health Benefits & Insurance
Wellbeing Programs	Visit Inside Adobe to review the wellbeing benefits that can support you such as Headspace, Guidance Resources and the Wellness reimbursement	Inside Adobe > Benefits & Compensation > Benefits & Wellbeing > Emotional & Mental Wellbeing Programs

