

# Leaves of Absence at Adobe (U.S.)

## General Leave of Absence Information

Adobe recognizes that circumstances occur from time to time that may require employees to take leave from work. A leave of absence is generally defined as any approved absence from work for an extended time for a specific reason – other than time off for vacation or sabbatical.

Adobe's leaves of absence are designed to comply with federal law as well as California law, where many of our U.S. employees are located. To the extent these policies provide employees with leaves not required by applicable state laws, Adobe provides the leaves on a discretionary basis. If the law of a state provides greater or different leave rights than are stated in these policies, Adobe will comply with applicable state law requirements for employees in that state and provide supplemental information outlining state-specific rights and responsibilities if needed. Employees will not be discriminated or retaliated against for requesting information on or using any leave benefit.

If you need to take a leave of absence, it is your responsibility to request it and timely provide any required documentation. Refer to the leave checklists on the [Leaves of Absence page at benefits.adobe.com](#) for quick tips and action items for your specific leave type. **Submit a leave request to Lincoln Financial Group by calling at 800-459-3772 or online at [www.mylincolnportal.com](#) (SSO)** (Company Code: ADOBELOA). It is important to request any leave in writing as far in advance as possible, keep in touch with your management and Employee Experience throughout the leave, and give prompt notice if there is any change in your return to work date.

The following leaves of absence and benefits are available to US employees:

- [Family and Medical Leave Act \(pdf\)](#)
- [Parental Leave](#) (including maternity, paternity and adoption leave)
- [Medical Disability Leave](#) (leave due to your own illness including pregnancy disability)
- Maternity Leave: At Adobe, Maternity Leave is comprised of [Medical Disability Leave](#) and [Parental Leave](#). (For an at-a-glance view of how these two leaves work together to give you an excellent maternity benefit, refer to the box titled “**Maternity-Putting It All Together**” in the Parental Leave Policy.)
- [Family Care Leave](#) (leave to care for an ill family member; including military-related family leave)
- [Military Leave](#) (leave to serve in the uniformed services of the United States)
- [Personal Leave of Absence](#)
- [Other leaves required by state/local laws](#)

## Benefits

Information about the status of benefits while on a leave of absence is found in the document titled [Your Benefits During a Leave of Absence](#). The charts in that document summarize the effect each type of leave has on your Adobe benefits.

## Questions

Contact **Lincoln Financial Group at 888-873-5476** if you have leave questions or are calling about a leave you've already previously submitted to Lincoln. For other Employee Experience questions, call 408-536-4357 (6-HELP internally) and follow the prompts, or email your inquiry to [erc@adobe.com](mailto:erc@adobe.com).