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[Home](#) > [Time off](#) > Adobe Work & Life

Adobe Work & Life

We understand how challenging it can be to balance your work with other demands and responsibilities. When life events occur, either big or small, we want to make sure you feel fully supported.

Here are some of the ways Adobe provides that support:

Time off

Taking time off for yourself and your family is essential to your health and productivity.

- [Flexible paid time off](#) [1]
- [Sabbatical](#) [2]
- [Enhanced parental leave](#) [3]
- [Enhanced medical leave](#) [3]
- [Family leave](#) [3]
- [Enhanced bereavement benefit](#) [4]

Wellbeing programs

We want you to be well so you can perform at your best, both professionally and personally.

- [Wellness reimbursement](#) [5]
- [Back-up care & elder care](#) [6]
- [Employee Assistance Program](#) [7]
- [Financial coaching / College Coach](#) [8]
- [Dependent care gift](#) [9]
- [Special needs resources](#) [6]

Flexibility

When personal needs arise, discuss with your manager whether a flexible schedule may be an option.

- [Occasional work from home](#)
- [Adjusted work schedule](#)
- [Part-time schedule](#)
- [Welcome back \(return from leave\)](#) [10]

Flexible schedules

We recognize that you may occasionally need flexibility in your work schedule. If you're interested in one of the flexible schedules described below, talk with your manager, who has discretion to grant

approval, taking the needs of the business into consideration.

Occasional work from home

You may want to work from home on an as-needed basis. For example, when you have an appointment or a short-term commitment during the workday, making it more convenient for you to work from home than to commute to the office. To work from home, you must get verbal approval from your manager.

Adjusted work schedule

You may want to work the standard number of hours in a workday or work week but vary your start and end times. For example, you may work Monday–Friday 6 am–3 pm or 9 am–6 pm. To have an adjusted work schedule, you must get verbal approval from your manager.

Part-time schedule

You may want to work fewer than the standard work week hours. **Note:** Your pay will be prorated and your benefits may be impacted. You should contact the Employee Resource Center (ERC). In some countries, your employment contract may need to be modified or you may need additional documentation. To work a part-time schedule, you must get approval from your manager, the next level manager and the functional controller. In some cases, approval from an Employee Experience Business Partner may also be required.

Please note that all flexible options are subject to review and adjustment based on local laws and business needs.

Approval process

- If you're interested in working a flexible schedule, you and your manager should have a preliminary meeting to determine if it's appropriate. Your manager must decide if a flexible schedule can be accommodated.
- When your manager receives your request for a flexible schedule, he or she will consider all the implications of the request and discuss them with you. Your manager will consider any potential challenges (e.g., business demands, your role and performance, workplace and team dynamics) and solutions before approving a flexible schedule.
- Certain positions and individuals are more conducive to a flexible schedule than others. There is no "one size fits all" approach to determining if a flexible schedule can be accommodated. You should work with your manager to determine what makes sense for you and your team.

Ongoing evaluation

- You and your manager should review your flexible schedule on a regular basis. It's up to your manager to regularly evaluate the arrangement to ensure business needs continue to be met. Because employee performance is a factor considered in evaluating flexible schedules, you and your manager should discuss your work arrangement during your quarterly Check-ins.
- Your flexible schedule may be adjusted, suspended or terminated at any time at the discretion of your manager or the company, based on business needs and your performance.

Where to learn more

- View the [Employee Guide](#) ^[11] [PDF] to learn more about work & life resources at Adobe.

- Managers: Review the [Manager Guide](#) [12], located on the Hiring & Managing People page on Inside Adobe.
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Links

- [1] <https://benefits.adobe.com/time-off/vacation-and-paid-holidays#paidtimeoff>
- [2] <https://benefits.adobe.com/time-off/sabbatical>
- [3] <https://benefits.adobe.com/time-off/leaves-of-absence>
- [4] <https://benefits.adobe.com/time-off/global-bereavement>
- [5] <https://benefits.adobe.com/health-and-wellbeing/use-wellness-resources#Wellness>
- [6] <https://benefits.adobe.com/employee-discounts-and-perks/personal-and-family-services#BrightHorizons>
- [7] <https://benefits.adobe.com/employee-discounts-and-perks/personal-and-family-services#EAP>
- [8] <https://benefits.adobe.com/financial-survivor-benefits/financial-support>
- [9] <https://benefits.adobe.com/employee-discounts-and-perks/dependent-gift>
- [10] <https://benefits.adobe.com/time-off/leaves-of-absence#WelcomeBack>
- [11] <https://benefits.adobe.com/document/1640>
- [12] <https://benefits.adobe.com/node/1442?width=400&height=150>