



## Rewards Impact During a Leave of Absence - Canada

The charts in the following pages will summarize the effect a leave has on your Adobe benefits. This information is divided among the various types of leaves.

If you have questions regarding your individual circumstances, you may call [ext. 6-HELP](tel:6-HELP) and follow the prompts or email [erc@adobe.com](mailto:erc@adobe.com).

Medical, Dental, Vision, EAP, Life, AD&D, STD and LTD Benefits	
Type of Leave	
<b>Medical Leave (STD/LTD)</b>	Coverage continues as normal for up to a maximum of 12 months if you are on an approved Medical Leave and remain an Adobe employee.
<b>Maternity, Paternity, Parental, Adoption Leave, Emergency Leave, and Family Medical Leave</b>	Coverage continues as normal for up to the duration of your job-protected leave entitlement and you remain an Adobe employee.
<b>Serious Injury Leave, Suicide or Disappearance Leave, Obligations Leave, Presence Required Leave</b>	Coverage continues as normal for up to the duration of your job-protected leave entitlement and you remain an Adobe employee.
<b>Personal Leave</b>	Coverage continues for the first 30 days. After this, coverage is terminated. You can re-enroll in benefits upon your return. Once your leave ends and you return to work, you must submit your benefits enrollment via My Adobe Benefits within 31 days starting from the date your leave ended.
<b>Military Leave</b>	All benefits will continue for up to 12 months. Please refer to eligibility for insurance coverage in acts of war in the Canada Life Benefits Booklet. Once your leave ends and you return to work, you must submit your benefits enrollment in the My Adobe Benefits Site within 31 days starting from the date your leave ended.

### Time Off Benefits

Type of Leave	Vacation and Sick Time	Holiday Pay	Sabbatical <sup>1</sup>
<b>Medical Leave (STD/LTD)</b>	<p><b>Vacation:</b> You will continue to accrue at your regular vacation rate during short-term disability (STD). Your vacation accruals will stop when you start long-term disability (LTD).</p> <p><b>Sick Time:</b> You will continue to accrue sick time during short-term disability (STD). Your accruals will stop when you start long-term disability (LTD).</p>	You will not receive holiday pay while on leave.	Your sabbatical date will not be affected unless your leave exceeds one year in duration. (If a leave exceeds a year in duration, your sabbatical eligibility date will be adjusted by the length of your leave that extends beyond 365 calendar days.)
<b>Maternity, Paternity, Parental, Adoption Leave, Emergency Leave, and Family Medical Leave</b>	<p><b>Vacation:</b> You will continue to accrue at your regular vacation rate. For Maternity Leave, upon your return you can either extend your leave by last year's accrual (pending manager approval) or have it cashed out.</p> <p><b>Sick Time:</b> Accrual will continue during your leave.</p>	You will not receive holiday pay while on leave.	Same as above
<b>Serious Injury Leave, Suicide or Disappearance Leave, Obligations Leave, Presence Required Leave</b>	You continue to accrue vacation and sick time while on leave. If leave exceeds 12 months, the vacation and sick accruals will stop at 12 months.	Same as above	Same as above
<b>Personal Leave</b>	Your vacation and sick time accruals will stop when you start your leave.	Same as above	Same as above
<b>Military Leave</b>	<p><b>Vacation:</b> Your vacation accruals will stop when you start your leave.</p> <p><b>Sick Time:</b> Your sick time accruals will stop when you start your leave.</p>	You will receive holiday pay for any holidays that occur during the six months you are receiving pay from Adobe.	Same as above

Equity Plans <sup>2</sup>				
Type of Leave	Employee Stock Purchase Plan (ESPP)	Stock-Options (Non-Qualified)	Performance Awards	Restricted Stock Units
<b>Medical Leave (STD/LTD)</b>	Contributions to the ESPP (via payroll deductions) will stop once you are no longer receiving an Adobe paycheck and will resume upon your return to Adobe payroll. If a purchase date occurs during your leave, the accrued amount in your account will be used to purchase stock on the purchase date.	Vesting will not be affected.	For leaves in excess of 30 days, payment of final value will be prorated.	Vesting will not be affected.
<b>Maternity, Paternity, Parental, Adoption Leave, Emergency Leave, and Family Medical Leave</b>	Same as above	Same as above	Same as above	Same as above
<b>Serious Injury Leave, Suicide or Disappearance Leave, Obligations Leave, Presence Required Leave</b>	Same as above	Same as above	Same as above	Same as above
<b>Unpaid Personal Leave of Absence</b>	Contributions to the ESPP (via payroll deductions) will stop once you are no longer receiving an Adobe paycheck and will resume upon your return to Adobe payroll. If a purchase date occurs prior to the 90th day of your leave, the accrued amount in your account will be used to purchase stock on the purchase date.  Your participation will terminate on the 91st day of your leave. You will be withdrawn from the plan and any accrued amounts will be refunded to you.	Same as above	Same as above	On the first day of leave, the vesting schedule for all unvested RSU 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.  Find more information on Inside Adobe> Employee Stock Purchase Plan
<b>Military Leave</b>	Same as Medical Leave	Same as above	Same as above, except as otherwise may be required by law.	Vesting will not be affected

<sup>2</sup> Information included in this table is for general purposes only, please refer to the applicable equity plan(s) and award agreement(s) for specific information regarding equity awards, and the enrollment/change form and plan document for specific information regarding the ESPP. The terms of equity awards can vary; therefore, you should review each of your outstanding equity awards for information on Leaves.

Retirement Plan	
Type of Leave	RRSP Plan
<b>Medical Leave (STD/LTD)</b>	Contact Manulife at 888-727-7766, M-F from 8am to 8pm EST
<b>Maternity, Paternity, Parental, Adoption Leave, Emergency Leave, and Family Medical Leave</b>	Contact Manulife at 888-727-7766, M-F from 8am to 8pm EST
<b>Serious Injury Leave, Suicide or Disappearance Leave, Obligations Leave, Presence Required Leave</b>	Contact Manulife at 888-727-7766, M-F from 8am to 8pm EST
<b>Unpaid Personal Leave of Absence</b>	Regular payroll contributions will cease however you are still considered a participant. You can make a voluntary contribution by contacting Manulife to have contributions debited from your checking account. There will be no matching employer contribution during your personal leave.
<b>Military Leave</b>	Regular payroll contributions will continue as long as you receive paychecks from Adobe for the first six months of your leave unless you cease contributions. After the first six months, you can make a voluntary contribution by contacting Manulife to have contributions debited from your checking account. There will be no matching employer contribution after the first six months.

Bonus Plans and Check-Ins and Pay Increases			
Type of Leave	AIP	Commission Plan	Check-Ins and Pay Increases
<b>Medical Leave (STD/LTD)</b>	Bonus is prorated based on time actually worked during the eligibility period. Refer to the Annual Incentive Plan summary and discuss any questions with your manager.	You will receive commissions and/or quota credit to the extent earned in accordance with the terms of your Sales Compensation Plan.	Check-Ins will not occur while you are out. However, you should resume the Check In's once you are released back to work. Any pay increases may be evaluated at the same time as everyone else and will be based on the work you accomplished during the period you worked.
<b>Maternity, Paternity, Parental, Adoption Leave, Emergency Leave, and Family Medical Leave</b>	Same as above		
<b>Serious Injury Leave, Suicide or Disappearance Leave, Obligations Leave, Presence Required Leave</b>	Same as above		
<b>Unpaid Personal Leave of Absence</b>	Same as above		
<b>Military Leave</b>	Same as above		

Voluntary Benefit Plans	
Type of Leave	Critical Illness Insurance
<b>Medical Leave (STD/LTD)</b>	Contributions will continue during the STD payment period but will cease during the LTD period. If your leave exceeds 12 months, you must arrange directly with the insurance carrier to send in monthly payments or they will cancel your coverage. If your coverage lapses due to non-payment of any premium, you will need to re-enroll and provide evidence of insurability upon return to work to resume coverage.
<b>Maternity, Paternity, Parental, Adoption Leave, Emergency Leave, and Family Medical Leave</b>	Same as above
<b>Serious Injury Leave, Suicide or Disappearance Leave, Obligations Leave, Presence Required Leave</b>	Same as above
<b>Unpaid Personal Leave of Absence</b>	You must contact the insurance carrier directly to discuss converting to an individual plan as applicable. If your coverage lapses due to non-payment of any premium, you will need to provide evidence of insurability upon return to work to reinstate coverage.
<b>Military Leave</b>	During the first 6 months of paid leave, deductions will continue. If your leave exceeds 12 months, you must send your monthly premium directly to the plan to continue participation. If your coverage lapses due to non-payment of any premium, you will need to re-enroll and provide evidence of insurability upon return to work to resume coverage.

All Other Benefits				
Type of Leave	Education Reimbursement	Adoption Assistance	Transportation Assistance	Other Programs*
<b>Medical Leave (STD/LTD)</b>	You are eligible to complete course(s) in progress before your leave began; otherwise, your eligibility is suspended until you return to work.	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.	It is your responsibility to cancel any transportation subsidy while you are on leave.	You may be eligible to participate within program guidelines.
<b>Maternity, Paternity, Parental, Adoption Leave, Emergency Leave, and Family Care Leave</b>	Same as above			
<b>Serious Injury Leave, Suicide or Disappearance Leave, Obligations Leave, Presence Required Leave</b>	Same as above			
<b>Unpaid Personal Leave of Absence</b>	Same as above			
<b>Military Leave</b>	Same as above			
* Includes Employee Purchase, Wellness Reimbursement Program, Matching Gift, and Patent Award Programs.				