



**India Leave Programs Guideline**  
FOR INTERNAL USE ONLY – DO NOT DISTRIBUTE

**Leave Programs – India**

The Company provides the following leave programs for all regular employees.

- I. Vacation Leave
- II. Casual Leave
- III. Sick Leave
- IV. Company Break Period
- V. Sabbatical Program
- VI. Leave of Absence
  - i. Medical Leave of Absence
  - ii. Personal Leave of Absence

**I. Vacation Leave**

An employee earns 1.25 vacation day per month or 15 vacation days per calendar year. Any unused vacation days can be carried forward to the following years, up to a maximum of 45 days. Once it reaches the cap, there would be no further accrual. Employee may “borrow” future vacation days of up to 10 days. Time off should be scheduled in advance with his/her Manager.

Upon termination of employment, any unused vacation days would be encased at the final pay check and if the balance is negative, the salary would be deducted from the final pay.

\*For all international transfers, the unused leaves would be paid to the employees at the time of transfer. No leaves can be carried forward to the new country.

Employees can apply for leaves through [Workday](#)

**II. Casual Leave**

At the beginning of the calendar year, Adobe will provide employees with 8 paid days off for urgent and unforeseen contingencies. The unavailed casual leaves, if any, would be forfeited at the end of each calendar year.

Employees can apply for leaves through [Workday](#)

**III. Sick Leave**

Adobe will provide paid days off for sickness or injury, separately from Vacation Leave and Casual Leave, for up to 10 days per calendar year. Employees availing more than 2 consecutive sick days may be asked to provide a medical certificate on while applying the leave. The employee availing sick leave shall be responsible to keep his/ her Manager informed regarding the same.

If an employee who has already exhausted all sick leaves (i.e., 10 days) in a calendar year requires additional sick leaves, he/she may utilize his/her unavailed Casual/Vacation Leave, which will be subject to his/her Manager’s approval.

Unavailed sick leaves shall be forfeited at the end of each calendar year and hence, cannot be carried forward to the following year.

Employees can apply for leaves through [Workday](#)



**India Leave Programs Guideline**  
FOR INTERNAL USE ONLY – DO NOT DISTRIBUTE

**IV. Company Break Period/ Winter Break**

Adobe provides a five-day break each year for the winter holidays. This five-day winter break will be adjusted and deducted against the positive leave balance of the employees in the following order:

- i. Casual Leave
- ii. Vacation Leave

The Portal would automatically deduct the days from the Casual/Vacation leave balance; no action is required from employees.

**V. Sabbatical Program**

Adobe offers eligible employees a Sabbatical Program. A sabbatical gives employees an opportunity to take extended time off to relax, recharge and re-energize for return to work with a renewed commitment to supporting Adobe's future success.

Employees are eligible for sabbatical program on completion of five years of continuous regular employment (adjusted as applicable). Employees shall refer to the Sabbatical Program document for further details.

**VI. Leave of Absence**

A leave of absence (LOA) is generally defined as any approved absence from work for an extended period of time for a specific reason – other than time off for vacation or sabbatical. Adobe provides these unpaid leaves on a discretionary basis based on the business continuation/needs. LOA can be categorized under two types:

- i. Medical Leave of Absence
- ii. Personal Leave of Absence

**i. Medical Leave of Absence**

**Eligibility**

All regular Adobe employees are eligible for Medical LOA.

**Pre-requisites to apply for Medical Leave of Absence**

Employees may request a Medical Leave of Absence in case of any illness, surgery or other medical events that would keep the employee away from work for an extended period of time. The effective date of the employee's Medical Leave would be the date when the doctor advises him/her not to work.

Medical Leave would be granted for a period that is medically necessary, as documented by the physician/treating doctor for the employee to be away from work and shall be subject to the approval of the Manager, the Business Unit Head and People Resources Business Partner.

The employee may request extension of Medical Leave of Absence and which shall be subject to the approval of the Manager, the Business Unit Head and People Resources Business Partner. The employee under such circumstances shall be required to substantiation of his/ her medical conditions by certified medical practitioner/treating doctor.

In case of major medical complications, this period would be a maximum of 12 months from the onset of the illness, surgery, disability or other medical event. It shall be subject to the discretion of the Manager, the Business Unit Head and People Resources Business Partner considering the business requirements. The



**India Leave Programs Guideline**  
FOR INTERNAL USE ONLY – DO NOT DISTRIBUTE

employee shall be required to substantiation of his/ her medical conditions by certified medical practitioner/treating doctor, upon Adobe’s request. If an employee refuses to substantiation of his medical conditions by certified medical practitioner/treating doctor, the Company in its sole discretion will deny the request and/or any extensions of Medical leave of absence and may also initiate requisite action against the employee.

The following leaves must be exhausted before initiating the request for Medical LOA:

\*Leaves would be adjusted in the following order from the positive balance of the below leave, if available

- i. Sick Leave
- ii. Casual Leave
- iii. Vacation Leave

In case, where the employee is unable to return to work after a total of 12 months of disability, his/her employment with Adobe shall terminate at the end of such 12-month period.

**Recurrent Disability**

Multiple periods of Medical Leave shall be considered one period of Medical Leave, as long as it results from related causes and is separated by a return to work of less than six months. For example, if the employee is on disability leave for a total of ten months and returns to work after four months, again goes out on a Medical Leave for the same or a related cause, then the employee shall have two months available for his/her Medical Leave of Absence.

**Applying for a Medical Leave**

To apply for Medical Leave, the employee must complete a Leave of Absence form in advance, unless an emergency precludes the advance notice. The employee would have to get the form signed by the Manager and submit the same to ERC team via the New Support Center. Certification of medical situations signed by the treating doctor, certifying illness and the expected duration of medical situations also need to be attached along with the form.



Employees can apply for leaves through [Workday](#)

**Comments**

Compensation is not paid under Medical Leave unless the Medical Leave is due to workplace injury.

While the employee is on Medical Leave, it is his/her responsibility to keep in contact with his/her Manager. Manager needs to keep the Benefits Consultant informed regarding the status of his/her medical situation. Manager needs to keep the ERC informed regarding the status of his/her return via the New Support Center

While the employee is on Medical Leave, he/she cannot use Sabbatical leave, but he/she can use the Sabbatical leave after the Medical Leave.

Sabbatical eligibility date would not be affected by Medical Leave unless the leave lasts longer than one year. If the leave exceeds a year, the Sabbatical eligibility date would be adjusted by the time that the leave that extends beyond 12 months.



## **India Leave Programs Guideline**

FOR INTERNAL USE ONLY – DO NOT DISTRIBUTE

“Upon the return to work, Adobe shall make every effort to reinstate the employee in his / her present position or in an equivalent or comparable position in the Company and at a salary that is not less than his/ her last drawn salary prior to the employee’s leave. However, Adobe cannot guarantee employee’s job while he/she is on a Leave of Absence”

### **Benefits applicable during Medical Leave of Absence**

- Insurance Benefits: Employee will continue to be eligible for Life, Personal Accident and Medical insurance for up to a maximum 12 months.
- Sabbatical Programs: Employee’s sabbatical eligibility date shall be adjusted by the length of leave over and above 12 months.
- Annual Incentive Plan: Employee is eligible if this applies to his/her job. Payment shall be pro-rated to reflect the time he/she worked during the quarter. Employee shall be evaluated at the next check in based on the accomplishments during the period he/she worked.
- Education Reimbursement: Employee is eligible to continue participation in classes in progress at the onset of his/her leave but not for subsequent enrolment.
- Patent Award Program: Employee is eligible to participate within the program guidelines.
- Commission Plans: For employee who is eligible, payment shall be based on goal/commission attainment during time worked.
- Employee Discount Program: Employee is eligible to participate within the program guidelines.
- Employee Referral: Employee is eligible to referring profiles and also eligible for referral bonus in case the candidate is selected.
- ESPP: Employee is eligible to continue participating in the ESPP. However, as there is no salary paid to the employee at this period, there would be no salary deduction as a part of ESPP contribution.
- Vacation Leave: Accrual shall be suspended for the length of employee’s unpaid leave.
- Causal Leave: Employee would be granted 8 paid days for the year unless the employee is away from work during the entire calendar year.
- Statutory Holiday: Employee shall not be paid for any statutory holiday that falls during the Medical leave.

### **ii. Personal Leave of Absence**

#### **Eligibility**

All regular Adobe employees are eligible for personal LOA who has completed one year of service.

#### **Conditions for Applying Personal Leave of Absence**

Adobe personal leave gives the employees the flexibility to take unpaid time off for personal reasons, such as going back to school and travelling around the world. However, unpaid time off for a period of less than 1 month does not consider as Personal Leave.

The following leave must be exhausted before the Personal Leave begins:

\*Leave deduction would be taken in the following order, if any positive balance is available

- i. Casual Leave
- ii. Vacation Leave

#### **Applying for a Personal Leave**

To apply for Personal Leave, the employee must complete a Leave of Absence form in advance and submit the request to his/her Manager. The Manager in continuation would discuss the same with the BU head and HRBP and approves the Leave of Absence as appropriate.



## **India Leave Programs Guideline**

FOR INTERNAL USE ONLY – DO NOT DISTRIBUTE

For extending Leave of Absence, the employee would have to submit the request to his/her Manager. The Manager would obtain the approval of the BU Head and HRBP, where applicable. After which, the request would be forwarded to the ERC team.

Employees can apply for leaves through [Workday](#)

“Upon the return to work, Adobe shall make every effort to reinstate the employee in his / her present position or in an equivalent or comparable position in the Company and at a salary that is not less than his/ her last drawn salary prior to the employee’s leave. However, Adobe cannot guarantee employee’s job while he/she is on a Leave of Absence”

### **Benefits applicable during Personal Leave of Absence**

- Insurance Benefits: Employee will continue to be eligible for Life, Personal Accident, and Medical insurance for up to a maximum 6 months.
- Sabbatical Programs: Employee’s sabbatical eligibility date shall be adjusted by the length of leave over and above 12 months.
- Annual Incentive Plan: Employee is eligible if this applies to his/her job. Payment shall be pro-rated to reflect the time he/she worked during the quarter. Employee shall be evaluated at the next check in based on the accomplishments during the period he/she worked.
- Education Reimbursement: Employee is eligible to continue participation in classes in progress at the onset of his/her leave but not for subsequent enrolment.
- Patent Award Program: Employee is eligible to participate within the program guidelines.
- Commission Plans: For employee who is eligible, payment shall be based on goal/commission attainment during time worked.
- Employee Purchase Program: Employee is eligible to participate within the program guidelines.
- Employee Referral: Employee is eligible to referring profiles and eligible for referral bonus in case the candidate is selected.
- ESPP: Employee is eligible to continue participating in the ESPP. However, as there is no salary paid to the employee at this period, there would be no salary deduction as a part of ESPP contribution.
- Vacation Leave: Accrual shall be suspended for the length of employee’s unpaid leave.
- Causal Leave: Employee would be granted 8 paid days for the year unless the employee is away from work during the entire calendar year.
- Sick Leave: Sick leave cannot be availed during the personal leave.
- Statutory Holiday: Employee shall not be paid for any statutory holiday that falls during the Personal leave.

### **Comments**

Employee cannot use Sabbatical while on Personal Leave.

Sabbatical date would not be affected if the leave is no longer than one year. If the leave exceeds a year, Sabbatical eligibility date would be adjusted by the time of the leave that is beyond 12 months.

While the employee is on Personal Leave, it is his/her responsibility to keep in contact with his/her Manager. Manager needs to keep the ERC informed regarding the status of his/her return via the [New Support Center](#)

***Note: All Time Off / Leave of Absence (LOA) need to be discussed with your manager before applying/ availing leave as per the prevailing leave policy.***