WELCOME BACK!

Guidelines to support employees returning from
Maternity Leave or an Extended Medical Leave of Absence

Welcome Back!

Dear Colleague,

As part of Adobe's Welcome Back guidelines, we are pleased to offer additional support to you when you have had a need to take an extended medical leave of absence. It is our goal to provide you with the assistance needed for a seamless transition back to work. I am glad that you could take the time off that you needed and I am even happier to welcome you back to the team.

Finding the right work-life integration that works best for you is an important part of returning from an extended medical leave of absence. Please use this guide to learn more about the Welcome Back program, the benefits and resources available and some key actions you should take to assist you through the transition.

I hope you find this information useful and please don't hesitate to reachout to your manager or the Employee Resource Center with any questions.

Thank you.

Abdul Jaleel

VP, Employee Experience India
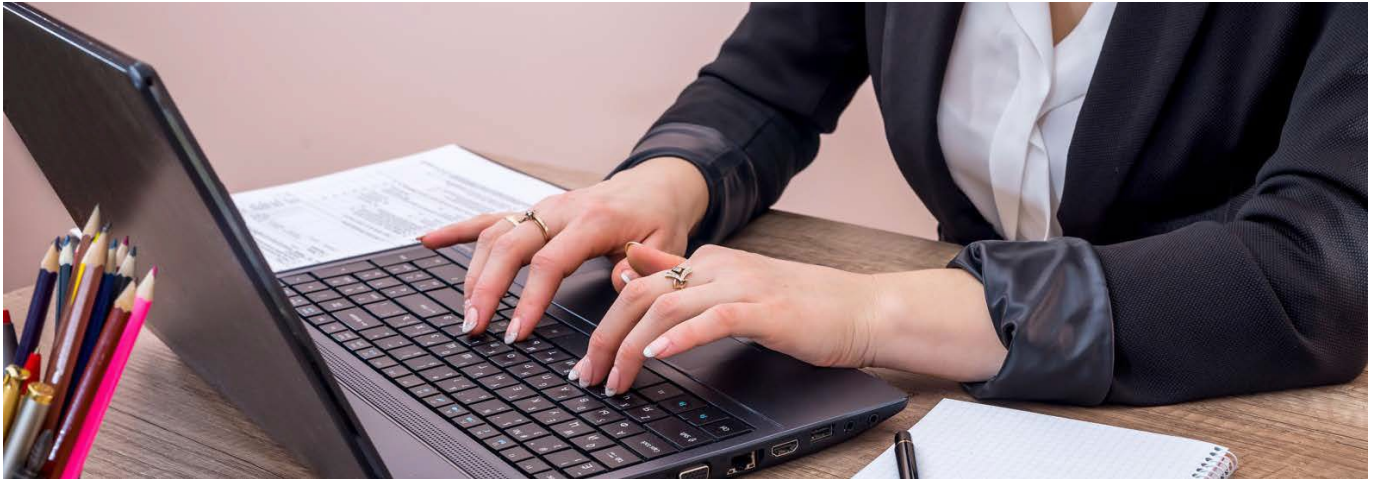
As a part of the Welcome Back initiative, this guide provides you and your manager with information on tools, resources and flexibility to assist with facilitating a seamless transition while going on and after returning from an extended medical leave of absence (which includes Maternity Leaves). This document is intended to help guide you through the Welcome Back program and benefits that are available.

To assist you during a major life event when you need to take an extended medical leave of absence, the Welcome Back program provides clear steps and resources to help you and your manager discuss expectations and options available to find the work/life integration that works for you. The goal is to provide you with the assistance needed for a seamless transition back to work.

This program is available to India based employees returning from an extended medical leave of absence (>three calendar months/90 days). This is not applicable for employees on sabbatical or personal leaves (only cases where medical LOA is combined with sabbatical will be considered). The Welcome Back will last for up to 120 days, depending on your role and the needs of the business.

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Roles and Responsibilities

When you are on an extended medical leave of absence, there are key stakeholders who play a critical role in making the transition a seamless one. The roles and responsibilities of each one of these is mentioned below.

Manager – Your manager plays a critical role in supporting you when you go on an extended medical leave of absence. Your success in re-acclimating to Adobe is largely due to the consideration and planning completed by your manager.

Employee – It's your responsibility to keep your managers and ERC informed about your estimated return date from leave. The ERC team can be informed via the [Support Center.](#) Like your manager, you are expected to engage in understanding your transition plan, and to discuss alternative work arrangement options if necessary. The detailed action items for you are mentioned in this guide.

Employee Resource Center (ERC) – The Employee Resource Center (ERC) is responsible for communicating with managers and employees and for guiding them through the Welcome Back process. The ERC will send the managers and employees an email communication along with a copy of the Welcome Back Guide.

Group Health Insurance- Mediassist is our third-party administrator (TPA) for Group Health and Personal Accidental Insurance policies. They will be helping you avail and utilize the services of the Group Medical Policy as well as Voluntary Top Up Policy that are part of your employment benefits at Adobe.

Annual Health check up- Medibuddy is our partner for the Adobe sponsored annual health check-up.

E**mployee Assistance Program (EAP)** – EAP provides you and your dependents access to confidential, short-term professional counseling services. You can reach out to EAP experts for a full range of tools and resources on a variety of topics which assist you in balancing your work and personal needs. Such topics include parenting, managing stress, managing life changes, maintaining physical health and others. The details of EAP are mentioned in this guide.

Telemedicine- Medibuddy is Adobe's partner for Telemedicine. Online doctor consultation is the easiest and most convenient way to address your health concerns. Telemedicine connects you to specialist doctors from the most trusted hospitals. You can consult doctors online across 24+ specialties via chat, audio or video call. You can also book a lab test or order medicines from home.

Alternative work arrangements

If you have a need for alternative work arrangement, you should have a preliminary discussion with your manager to discuss and determine if it is appropriate. Alternative work arrangements should be determined by the manager and the employee, depending on the circumstances of the business and the employee's role. It is up to the manager to determine if a flexible schedule can be accommodated, based on the business needs, the position and individual circumstances.

The following table shows the possible alternative work arrangements, their meaning, their impact on benefits/pay (if any) and also the approval required for the same. Arrangement options may include:

Type of Arrangement	Definition	Impact to pay/benefits	Approval
Alternate Work Schedules	A work schedule with variable starting and ending times, within limits set by employee and manager. Employees still work the same number of scheduled hours as they would under a traditional arrangement. Example: 07:00 am – 03:00 pm or 10:00 am – 06:00 pm	None	Manager Approval
Occasional work from Home Arrangements	Employees will periodically have the ability to work from home or from a remote location on an as-needed basis and aligned with their manager; not a consistent or set schedule.	None	Manager Approval
Reduced work Schedule	A work schedule that is less than full-time.	Yes	Manager Approval

*Alternate work arrangements are available for up to 120 business days post return.

Timelines and Action Items for Employees

When you return to work after an extended medical leave of absence, there can be personal and professional challenges, but if you keep the following tips in mind, your transition back into the workplace can be a pleasant and productive experience.

Prior to Return

- Ensure your manager is updated with your expected return-to-work date
- Expect an outreach from your manager prior to your estimated return date. During this time, confirm your return date or provide your estimated return date, if still uncertain
- Check out benefits.adobe.com for Adobe benefits offered through Employee Assistance Program for work/life resources and to get expert guidance
- Prepare for a Check-in by making a list of expectations, feedback or Career Development related topics you'd like to discuss with your manager. Visit Inside Adobe > Resources > Learning & Development > Check- in for more information
- Check the details of insurance claim process and have your queries clarified with the designated Mediassist SPOCs (contact details of the SPOCs can be found in the Resources section of the guide)

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First day back to work

- Show up at the date/time/location agreed to with your manager/team
- Schedule 1:1 time with your colleagues and teammates to catch up with the latest work developments
- If you have special healthcare needs such as a wheelchair, discuss with your manager how the company can accommodate those needs
- If you're a mother who's nursing, 'Mother's Rooms' are available for your privacy and comfort. You can find the location of the Mother's room in your campus from the Facilities team

First month back to work

- Since you've been away for an extended period of time, you may have certain questions before you resume work. Thorough discussions with your manager will help you gain clarity around the same
- Schedule 30-minute meetings with key stakeholders and colleagues to help you get up to speed on goals and business initiatives
- Communicate regularly with your manager to share issues, questions and what is or is not working for you

Resources

If you need any support, please reach out to the following resources. The concerned teams with their contact details are mentioned below:

Resource	Description	How to contact
ERC Support	For questions about this program and support on planning your extended leaves	Submit a case to the ERC via the Support Center
Payroll Support	For questions regarding salary slips, taxation and other payroll queries	Write to Excelity team- adobeindia@ceridian.com For any escalation, please raise a case with payroll team via Support Center
Marsh	For queries related to insurance, medical coverage, network hospitals, cashless transactions, reimbursement	Noida POC - adobe.nda@marsh.com; 72900-37939 Bangalore POC - adobe.blr@marsh.com; 89768-35512 Escalation POC: Rachit Baijal |rachit.baijal@marsh.com
Medibuddy	For queries related to wellness services (Pharmacy, Health Checkup & Telemedicine)	Please find the details of Medibuddy SPOCs here
Workplace	For questions regarding updating desk location and workstation-related issues	Noida 25A	Grp-NOI25ACW@adobe.com Noida 132	NOI132CW@adobe.com Bangalore	Facilities-Bng@adobe.com
Ergonomist	Ergonomic assessments	Noida 25A Ext.: 35736	ergo25@adobe.com Noida 132 Ext.: 36105	ergo132@adobe.com Bangalore PTP Ext.: 38641	ergoptp@adobe.com Bangalore BAN 2: Ext.: 31891	ergotrin@adobe.com
IT Support	For questions regarding your password, VPN, SSO,software/hardware issues, and updates to work phones, address, etc	sdesk@adobe.com
Check-in	We recommend that every employee have a quarterly check-in conversation to discuss expectations, feedback, and development	Inside Adobe > Resources > Learning & Development >Check-in
Future of Work	Information on Adobe's approach to future of work	Visit the page here

Benefits

To ease your assimilation after return from extended medical leaves of absence, Adobe offers host of benefits which include –

Resource	Description	How to contact
Benefits Support	For general questions regarding insurance; adding a dependent and enrollment (new-born baby)	Go to benefits.adobe.com To reachout to ERC, submit a case via Support Center
Doctors on campus	A general physician is available at all Adobe office locations. The service is provided at no cost to you, and your family members can use it as well. Teleconsultation by Medibuddy	Noida 25A: Ext: 35736 | doctorn2@adobe.com Noida132: Ext: 13143| doctorn1@adobe.com Bangalore PTP: Ext: 39586 | doctorb1@adobe.com Bangalore BAN 2: Ext: 33845 | doctorb2@adobe.com Refer to this page for more details
Physiotherapist on campus	• Free ergonomic assessment • Breakout stretching sessions • Free physiotherapy treatment • Group ergonomic therapy sessions	Noida 25A: Ext: 35736 |ergo25@adobe.com Noida132: Ext: 36105 |ergo132@adobe.com Bangalore PTP: Ext: 38641 |ergoptp@adobe.com Bangalore BAN 2: Ext: 31891 |ergotrin@adobe.com
Mother's Rooms	Adobe has Mother's Rooms to provide nursing mothers with a private space for pumping.	Please reach out to the Facilities team to know the location of Mother's room at Adobe Campuses

Veer: Veer is a digital experience platform for Leave of Absence planning for Adobe employees and their managers, that lets you plan actions prior to and after coming back from leaves of absence.

New-born Gift

Refer to the link below for details of our New-born Gift program.

[New-born gift program (adobe.com)](adobe.com)

Employee Assistance Program

When you are returning to work after an extended medical leave of absence, there can be personal and professional challenges. You and your dependents have access to confidential, short-term professional counseling services through the Employee Assistance Program. You can use this opportunity to seek expert guidance on personal as well as professional issues. You are eligible for up to twelve free sessions per life issue each calendar year.

You also have access to a full range of tools and resources on a variety of topics to assist you in balancing your work and personal needs. Some examples include:

- Improving relationships, parenting, couples support and others
- Managing stress and life changes
- Managing workplace pressure
- Referrals to local financial or legal resources
- Maintaining physical health

Read more about the Employee Assistance Program here

Medical Insurance Benefits during extended medical leaves

If you undergo hospitalization during your extended medical leave of absence, you can plan to use Mediassist cashless hospitalization in network hospitals or you can avail reimbursement for the medical expenses/hospitalization in a non-network hospital. Please refer to the below links for more details.

https://benefits.adobe.com/document/733

https://benefits.adobe.com/in/benefits-enrolment/enrol-and-make-changes

FAQs

Welcome Back Program Overview

Q. What is the Welcome Back program?
The Welcome Back program provides employees and managers with tools and resources to assist in facilitating a seamless transition back to work for employees who have been on an extended medical leave of absence (three calendar months or longer). This is not applicable for employees on sabbatical or personal leaves (only cases where medical LOA is combined with sabbatical will be considered). The expected outcome is that managers and employees will agree on a transition plan that may include an alternative work arrangement for up to 120 days.

Q. What if I'm currently on leave or about to go on leave?
If you are currently on leave or about to go on leave, please have a conversation with your manager about the Welcome Back program and options for alternative work arrangements for your return. If you have further questions, submit a case to the ERC via the [Support Center](#)

Q. What if I just returned from leave?
If you've returned from leave recently (on or after January 1, 2018), please have a conversation with your manager about the Welcome Back program and options for alternative work arrangements. If you have further questions, submit a case to the ERC via the [Support Center](#)

Q. Are the alternative work arrangements mentioned in the program for a certain time-period?
The Welcome Back program is intended to help employees transition back to Adobe. As part of the Welcome Back program, employees may be eligible for an alternative work arrangement for up to 120 days.

Q. How long do I need to be out on a leave to be eligible for the program?
This program applies to employees who have been on an extended medical leave for three calendar months (90 days) or longer.

Q. How does the process work?
Prior to the employee's estimated return date, a reminder will be sent out to the manager with the process and next steps. The ERC will help managers (if needed) to discuss any concerns and provide guidance. The manager will have a discussion with the employee approximately three weeks prior to the employee's expected return date to discuss the Welcome Back program and the options for an alternative work arrangement.

Q. Do I need to begin an alternative work arrangement immediately upon return from leave?
Employees have up to 120 days after they return to work to take advantage of the alternative work arrangements. Please have a discussion with your manager about the start date.

Q. What happens after 120 days?
It is up to the discretion of the manager and the Employee Experience Business Partner to extend the alternative work schedule beyond 120 days.

Q. Is working from home part of this program?
Yes, as part of the Welcome Back Program, the employee can occasionally work from home up to 120 days. Adobe

generally does not support regularly scheduled work from home days. However, Adobe understands the need for employees to occasionally work from home or from a remote location on an as-needed basis. This should be approved by the manager and not a consistent or set schedule.

Q. How does compensation work during the Welcome Back period?
There is no impact on your salary if you still work the same number of scheduled hours as you would under a traditional arrangement. If you have a part-time or less-than-full-time arrangement, your compensation will be pro-rated to reflect your schedule.

Q. Are there any impacts to my benefits?
There may be an impact to your benefits eligibility, which is subject to the number of hours of work performed in a work week. Please submit a case to the ERC via the Support Center to review/confirm eligibility.

Approval Process

Q. Who needs to approve the Welcome Back/alternative work arrangement?
Managers are responsible to discuss alternative work arrangement requests and approve as appropriate.

Q. If I have additional questions, who can I contact?
You may contact your manager or submit a case to the ERC via the Support Center. The ERC is available to assist in helping to facilitate a welcome back transition plan.