



U.S. Family Care Leave FAQ

This document provides an overview. It is not intended to be a complete description. If there is any conflict between the information presented here and the official Leave of Absence Policy, the policy will govern.

Q: What is Family Care Leave?

A: Family Care Leave is time off to care for an immediate family member who has a serious illness.

Q: I'm overwhelmed with understanding and planning for my leave. Is there a resource that can help?

A: Yes, Adobe uses the [Veer tool](#) to help you navigate your parental leave with a personalized timeline, financial plan and a to-do checklist for before, during, and after your parental leave.

Q: Will I receive pay during my Family Care Leave?

A: You will receive 100% of your pre-leave salary (TTC for commissioned employees) for up to 5 weeks (25 weekdays) if you are taking Family Care Leave for your spouse/domestic partner, child or parent. After the five-week paid leave, additional days are unpaid.

Q: I live in a state that has a Paid Family Leave (PFL) benefit. Can I use this benefit in conjunction with the Family Care Leave to receive income?

A: If you are taking Family Care Leave and you work in California, New Jersey, New York, Rhode Island, District of Columbia, Massachusetts, Connecticut, Oregon, Colorado and Washington, you may be eligible to receive between 4 to 12 weeks, depending on the state, to partially replace lost earnings.

- California employees who participate in the Adobe Voluntary Disability Insurance (VDI) plan should note that PFL is a component of VDI. So, you only need to apply through Lincoln Financial to access PFL benefits. California employees who opted out of VDI will need to apply for this benefit through the CA Employment Development Department (EDD). Lincoln can explain the process on how to apply for State Disability Insurance (SDI) benefits.
- New York, Massachusetts, Oregon, Colorado and Connecticut employees only need to apply through Lincoln Financial to access PFL benefits.
- Rhode Island employees may be eligible to receive up to 4 weeks of income benefits (referred to as Paid Family Leave or PFL) to partially replace lost earnings. Rhode Island employees will need to apply for this benefit through the Rhode Island Temporary Caregiver Insurance Program (TCI). This program mirrors the Rhode Island Temporary Disability Insurance (TDI). Lincoln can help explain the process.
- New Jersey employees will need to apply for PFL with the NJ Department of Labor and Workforce Development (LWD). Lincoln can help explain the process.
- District of Columbia employees will need to apply for PFL through the DC Department of Employment Services. Lincoln can help explain the process.
- Washington Employees will need to apply for this benefit through the Employment Security Department Paid and Medical Family Leave Program. Lincoln can help explain the process.

Q: Does Family Care Leave impact my health care benefits?

A: For leaves that are longer than 30 days, you will pay your share of premiums for your healthcare (medical, dental, and vision) supplemental life/AD&D, and group legal insurance directly to Adobe's Benefits Support Team, bswift. You can set up an automatic payment for the duration of your leave, and your plans will continue uninterrupted. Look for a letter in the mail from bswift around the first day of the pay period following 30 days after your leave begins. For the impact to all other benefits, refer to [Rewards Impact During a Leave of Absence](#).

Q: Does Family Care Leave impact my ESPP and 401k?

A: Your contributions to these plans will cease while you're not receiving a paycheck from Adobe. Please see the [Rewards Impact During a Leave of Absence](#). to find a full list of benefits and how they are impacted by Leave type.

Q: What are the eligibility requirements for taking a Family Care Leave?

A: You're eligible to take a Family Care Leave under Family Medical Leave Act (FMLA) if you've worked at Adobe for at least 12 months, worked 1,250 hours in the last 12 months, and have not exhausted your FMLA entitlement. If you are not eligible for FMLA, Adobe will nonetheless grant you up to five weeks (25 weekdays) of leave and will pay your salary up to 5 weeks (25 days).

Q: Do I have to take all of my Family Care Leave at one time?

A: No. You can take it consecutively or intermittently up to 12 workweeks within a 12-month period.

Q: Do holidays extend out my Family Care Leave?

A: No. Family Care Leave is inclusive of any holidays that occur during the leave.

Q: Does my Family Care Leave push out my Sabbatical date?

A: Your Sabbatical eligibility date will not be pushed out unless your leave exceeds 1 year (365 days). If it exceeds 1 year, then your Sabbatical eligibility date will be adjusted by the number of days beyond 365 days.

Q: Is my job protected if I go on Family Care Leave?

A: When you return to work from a Family Care Leave within the time required by law, you will be reinstated to your original or equivalent position and will receive pay and benefits equivalent to those you received before your Family Care Leave.

Q: I'm enrolled in the Flexible Spending Account (FSA) program. How do I ensure I still meet my annual FSA election?

A: Pre-tax contributions are suspended when you do not receive an Adobe paycheck and are being paid through Lincoln Financial. If you are returning to work within the same calendar year, your deductions will recalculate and be taken out evenly over the remaining paychecks. If you're returning in the following year, you must make a prepayment to cover the cost of elections. Find instructions at [Rewards Impact During a Leave of Absence](#).

Q: I'm enrolled in the Aetna HealthSave HSA Plan. How can I ensure I still meet my annual HSA election?

A: If you contribute to your HSA, you will not receive an Adobe Paycheck while on Family Care Leave; therefore, your employee HSA contributions will stop, but your employer contributions will continue. To ensure you meet your annual election, you may submit changes to your pre-tax HSA Contribution through the [Adobe Benefits Enrollment Site](#) at any time, whether or not you are on an LOA. You have the option to increase, decrease or make a lump-sum contribution.

Q: Does the Employee Assistance Program (EAP) offer any services to employees with a seriously ill family member?

A: Yes. The EAP offers many services to new parents and families with an ill family member. To learn more, go to [Spring Health](#). For immediate help 24/7, call the Spring Health Immediate/Crisis Support Line: 240-558-5796 (option 2).

Q: Does Adobe offer any other benefits that support employees with a seriously ill family member?

A: Yes. You can find information about these benefits and eligibility on [benefits.adobe.com](#) under [Support in time of need](#) and [Family Support](#).

Q: Whom can I contact with questions?

A: For general questions regarding a Family Care Leave or to inquire about an existing claim or leave, contact Lincoln by phone at **888-873-5476** or by email at adobeadmin@lfg.com. To initiate a Family Care Leave, contact Lincoln at **800-459-3772** or online at www.mylincolnportal.com (Log in with **Company Code: ADOBELOA**).