



# U.S. Medical Leave FAQ – CA only

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: How does Medical Leave work?**

**A:** If you need to take time off work longer than 5 consecutive business days due to your own serious health condition, contact Lincoln Financial to apply for a Medical Leave and provide certification from your doctor. If possible, initiate your Medical Leave claim at least 30 days in advance of your planned leave. If you have an unexpected medical emergency, you (or a representative) must notify your manager and/or the Employee Resource Center (ERC) at **408-536-4357** or through the [Support Center](#) as soon as practical—preferably no later than the normal start of your work day.

Medical Leaves are provided in coordination with Adobe's Voluntary Disability Insurance (VDI) and Long-Term Disability (LTD) plans. If you've worked for Adobe for at least 1 year and logged at least 1,250 hours, the first 12 weeks of your Medical Leave will be counted towards, and run concurrently with, the Family and Medical Leave Act (FMLA). FMLA is a federal law that provides job protection.

## **Q: How is my Medical Leave different if it's due to a work-related injury?**

**A:** If you believe your injury is work-related, you may file a Workers' Compensation claim. To initiate your claim, contact the Employee Resource Center by phone at **408-536-4357** or through the [Support Center](#). Please include the date your injury occurred and description of your injury. The Generalist will conduct an interview and the information/claim will be reported to TriStar, Adobe's Workers' Compensation administrator.

If your Medical Leave is deemed work-related, you'll continue to receive your disability benefits through Lincoln Financial; however, any Workers' Compensation time off benefits will be deducted from your disability benefit. You will have two claims: one Workers' Compensation claim and one Medical Leave claim.

## **Q: Who is eligible for a Medical Leave?**

**A:** You are eligible for a Medical Leave if you are an Adobe employee regularly scheduled to work at least 24 hours per week, starting with the first day of active work.

## **Q: How long can I take for a Medical Leave?**

**A:** You may be out on a Medical Leave for as long as medically necessary, as certified by your physician, up to a maximum of either:

- 12 consecutive months from the onset of your disability, or
- 12 aggregate months from the onset of a single recurrent disability or concurrent disabilities.

Multiple periods of leave will count toward the 12 aggregate months, if they are separated by a return to work of less than 60 days, whether the disability leaves are due to related or unrelated causes.

## **Q: How much, how long and how do I get paid during Medical Leave?**

**A:** After the 7-day waiting period has been met (1st week paid by Adobe at 100% if you use your Sick time or PTO), weeks 2–10, benefits are paid weekly by Lincoln Financial at 100%. Beginning the 11th week, the benefits drop to 66⅔% until the 120th day of disability. If your Medical Leave continues past the 120 days, Lincoln Financial will guide you through the process for applying for Long Term Disability (LTD). Adobe's LTD benefits are offset by other income you are eligible to receive. LTD benefits are non-taxable because you pay the premium on an after-tax basis.

**Q: What is the impact to my healthcare 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: What is my last day at work?**

A: Your last day of work is the last day you are at work (including telecommuting) doing your job for at least half of your regularly scheduled work day. This does not mean a paid holiday, PTO, vacation or other time off.

**Q: Do holidays or company breaks extend Medical Leave?**

A: No, company breaks, and holidays do not extend your disability period.

**Q: Can I use my Sabbatical while on Medical Leave?**

A: No. However, you can use your Sabbatical benefit after your Medical Leave with Lincoln has closed. You are responsible for requesting approval from your manager to take your Sabbatical and you will need to submit your Sabbatical request through [Workday](#).

**Q: Does my Medical Leave affect my Sabbatical eligibility date?**

A: Your Sabbatical eligibility date will not be affected unless your leave lasts longer than one year. If your leave exceeds a year, your Sabbatical eligibility date will be adjusted by the time your leave extends beyond 365 calendar days.

**Q: Can I use my PTO (if non-exempt) or Time off (if exempt) in conjunction with my Medical Leave?**

A: Time off or PTO cannot be used to receive pay during Medical Leave, with the exception of the 7-day waiting period

**Q: What forms do I need to submit to Lincoln Financial?**

A: Your case manager will let you know what documentation is required, depending on the state you live in. You may need to provide medical records, or a letter from your doctor with specific information. You will also be asked to complete a direct deposit form for the most efficient payment method. You may also want complete a W4 with Lincoln, although it is not required.

**Q: I'm enrolled in the Flexible Spending Account (FSA) Program (Health Care/Dependent Care). How do I ensure I still meet my annual FSA election?**

A: You can make a catch-up contribution to ensure you meet your annual election. Contact the Employee Resource Center (ERC) at 408-536-4357 or through the [Support Center](#) to get instructions on how to make a catch-up contribution.

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

A: If you contribute to your HSA, your HSA contributions will stop because you will not be receiving paychecks from Adobe. You can submit changes to your pre-tax HSA contribution through the [Adobe Benefits Enrollment Site](#). You can make changes to your HSA at any time.

**Q: Does Adobe offer any other benefits for employees going on a Medical Leave?**

A: The Employee Assistance Program (EAP) offers many services to employees. To learn more, go to [Spring Health](#) (Access code: adobe) or call 855-629-0554. To learn more about the EAP and other programs, go to [Personal and Family Services](#) on [benefits.adobe.com](#).

**Q: Who do I contact with questions?**

A: For general questions regarding a Medical 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](mailto:adobeadmin@lfg.com). To initiate a Medical Leave, contact Lincoln at 800-459-3772 or online at [MyLincolnPortal](#) (Log in with **Company Code: ADOBELO A**).