

Manager Guide | India Retirement Process

1. Overview

At Adobe, we endeavor to ensure all employees have the best possible experience at every step of their employment and we recognize retirement as an important milestone in an employee's life.

As a people manager, you must understand how this job change will impact your team member who is due retirement. You play an important role in keeping your team member engaged and supporting them along this journey. This guide will help you facilitate a seamless transition for your team member and will enable you with the required information for successfully leading this change.

2. Actions

Here are some suggestions for you to ensure a smooth job transition for your team member:

Actions 1 year before the Retirement of the employee:

1. Prepping yourself for the conversation:

- Once you receive notification from ERC on the retirement of your team member, start preparing yourself for initiating the conversation with your team member
- Acquaint yourself through the Retirement Resources available at <Inside Adobe/Benefits Portal>
- You may connect with HRBP for any additional support if required

2. Meeting the Employee:

- Schedule a 1:1 meeting with your team member. This should be a preliminary meeting and should focus mainly upon retirement process initiation & what he/she should expect in upcoming months
- Be cognizant of your team member's emotions while communicating the retirement process and note down the discussion points for future reference

3. Planning Transition & Succession:

- Build the employee transition plan by informing all relevant business stakeholders about the change and assigning the responsibilities for knowledge transfer post discussion with your team member
- Outline the position's key roles and responsibilities to create opportunities to find excellent replacements for retiring employees via internal/external recruitment channels

4. Partnering for Success:

- Keep track of the progress based on the transition plan developed with a mutually decided cadence.
- Encourage the employee to share their knowledge in monthly meetings or document the bare bones of processes and procedures particular to them
- Start planning for the required changes in the structure for your team member's Org (in case he/she is in a managerial role) with your BU Leader and HRBP

Actions 3 months before Retirement Date:

- ERC will initiate the exit formalities 3 months in advance of the retirement date and your role would be to ensure that your team member completes his/her exit formalities as per timelines.
- Closure of Transition Process: Connect with your employee for wrapping up the transition plan.

Actionable a week before Retirement Date:

- Plan a meeting with the team & your BU Leader to acknowledge & celebrate the contribution of your team member at Adobe & bid farewell