



## Adobe – India Unpaid Personal Leave Agreement

Employee Name  
Employee Address

<DATE>

Re: Unpaid Personal Leave

Dear <EMPLOYEE NAME>

Your request for personal unpaid leave has been approved from <START DATE> to <END DATE> ('Unpaid leave').

Should you wish to return to work earlier than the expected return date (<END DATE>), you are required to give Adobe at least four (4) weeks' notice of your date of early return, by submitting a request via the **Support center**. If you fail to do so, Adobe may postpone your return to such a date as will give Adobe eight (8) weeks' notice if this is not later than the expected return date.

**Please review these conditions carefully to ensure you fully understand the implications of each one:**

- Review the India Unpaid Personal Leave policy for details on eligibility and internal process.
- Taking an unpaid personal leave may have an impact on your benefits, time off, and compensation. Please review the India Benefits impact matrix on [benefits.adobe.com](https://benefits.adobe.com)
- You will not be eligible for Sick Leave Pay since you are already on Unpaid leave.
- On the first day after your Personal Leave commences, the vesting schedule for all **unvested Restricted Stock awards** shall be paused until you return to active employment and will resume vesting on the next available release date, thereby extending the overall vesting term of the grant. You can find more information on Inside Adobe > [Employee Stock Purchase Plan](#).
- You will still be bound by your employee obligations following from your employment agreement (if applicable).

Visit [My Adobe Benefits](#) on your return to review, enroll and make changes to your benefits. Benefits will not be reinstated automatically on your return. Therefore, additional actions will be required from your side to be activated.



**Employee Acknowledgment and Acceptance**

I accept the terms of the agreement set forth in this Global Unpaid Personal Leave policy with the complete knowledge and understanding of the terms and agree to abide by them for the full term of the leave period. I have also reviewed the India Benefits While on a Leave of Absence and understand the impact of taking an unpaid personal leave has on my benefits, time off and compensation.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_