

Subject: Re: Re: Year-end Benefits Reminder and Leave Deduction for Winter Shutdown (#466675)
Date: Monday, 28 December 2020 at 6:01:03 PM India Standard Time
From: Kit Huynh
To: Deepkamal Singh

##- Please type your reply above this line -##

Your request (466675) has been updated. To add additional comments, reply to this email.

Kit Huynh (Darwin Support)

Dec 28, 2020, 12:30 GMT

Hi Deep Kamal Singh,

Thank you for your patience.

Please be informed that we have received confirmation from Adobe that an exception cannot be granted for your case, thus the claim submission schedule and processing policies will not be changed, to maintain consistency.

However, we would like to propose a workaround that can extend your 2020 reimbursement process till late January.

Understanding that the 2020 claim submission deadline is on 30 December 2020, please go ahead and submit your "**Education Reimbursement Receipts/Grades**" claim as soon as possible before the deadline including a receipt of electronic payment (bank statements, credit card slips,... with clear payment method) and whichever documents you currently have.

If further information is required, the claim will be put on hold (requested for information) and you will have until late January to retrieve your completion transcripts and update the claim.

However, kindly note that this pending period will only last till late January. Afterward, all pending claims will be straightly rejected and 2020 reimbursement will be officially closed. If you still cannot provide sufficient documents within this period, then you can only utilize your 2021 Education balance for reimbursement, without any further exceptions.

Hope this can help.

Should you require further assistance, please let me know.

Best Regards,
KH

Darwin Helpdesk Support

Kit Huynh (Darwin Support)

Dec 18, 2020, 11:15 GMT

Hi Deep Kamal Singh,

Thank you for your email.

Please be informed that your request has been raised to the relevant team for further clarification, we will revert back to you as soon as there are any updates.

Best Regards,

KH

Darwin Helpdesk Support

Deepkamal Singh (219663)

Dec 17, 2020, 16:19 GMT

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Hi Benefits team,

I am currently enrolled in Higher Education course and I had applied for Education benefit reimbursement under claim A7E58B64

Foundation term of My course was due to complete by end of Nov 2020, however because of unexpected circumstances due to rise in COVID-19 infection across country, the Government put some lockdown restrictions which has resulted delay in my course, and as a result of which we will not be getting term completion transcripts before 31st Dec 2020,

This puts me in a situation where I have already paid the fees but reimbursement can't be made in year 2020, further I can of course claim the amount in 2021 but that will be reimbursed through 2021 budget and that will reduce my claim budget for 2021, given the circumstances, its my kind request to consider

1. Accepting my claim without availability of completion transcripts – I will provide all supporting correspondence from the institution
2. OR – kindly increase education benefit budget for year 2021 with the amount I could not claim this year due to covid19

Please advise if anything else can be accepted as better option.

Regards,
Deep Kamal Singh

From: Employee Experience India <employeeexperienceindia@adobe.com>
Date: Tuesday, 24 November 2020 at 12:46 PM
To: Employee Experience India <employeeexperienceindia@adobe.com>
Subject: Year-end Benefits Reminder and Leave Deduction for Winter Shutdown

Dear Colleague,

As we near the end of the year, please be reminded that **all claims for 2020 Learning Fund Reimbursement (Education and Professional Development) and Wellness Reimbursement** are due by **December 30**. Any 2020 claims submitted after December 30 will be applied to 2021 benefits and the remaining 2020 funds will be forfeited. To ensure smooth closure and avoid any last minute hassle, please submit all your claims by December 20.

- **Learning Fund Reimbursement:** For information on the Education and Professional Development Fund reimbursement, policy and claim process, please go to the [Learning Fund page on the Benefits Portal](#)
- **Wellness Reimbursement:** For information on the Wellness Reimbursement benefit including policy and claim process, please see the [Wellbeing Program section on the Benefits portal](#)

Please note

- The above reimbursements need to be submitted on [My Adobe Benefits](#).
- For claiming the Educational Fund reimbursement, submit an 'Education Application' through the tool for your manager's approval, post which claim can be submitted for payout. If the program spans for over an year, you will be required to submit an 'Education Application' and 'Education Reimbursement' each year, over the course duration for appropriate balance amount

Leave Deduction for Winter Shutdown

As per policy, time-off for December 24, 28, 29, 30 & 31 will be deducted from your casual leave balance & pre-loaded on Workday. If the casual leave balance is insufficient, the same will be deducted from your vacation leave balance. This activity will be performed between **November 25 – December 18**. If you are working during the winter shutdown, you are required to

the time off applied using 'Correct-time off' in Workday (refer to the attached document

For questions about the benefits reimbursement program or process, please contact adobebenefitsindia@thomsons.com. If you have any other questions, contact the ERC via [Support Center](#)

– India Benefits Team

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