



PARENTAL LEAVE

Adobe offers paid Parental Leave benefits to eligible employees in conjunction with certain types of Family Medical Leave Act- and/or applicable state leave law-qualifying time off (collectively referred to as FMLA). The Parental Leave benefits are intended to allow employees paid time off to bond with their child before returning to work. Please refer to the [Adobe Family and Medical Leave Act policy](#) for further information on FMLA eligibility requirements.

Eligibility

You may request certain Parental Leave benefits if you meet the FMLA eligibility requirements and have FMLA entitlement remaining as of the birth of your child or the start of your leave, and need time off for parental bonding due to the addition of a new child to your household, whether by birth or placement (adoption, foster care, or other custody).

If your child will be six years or older at the time of placement, and you are eligible for leave under FMLA and/or state leave laws, you may be eligible to take up to 12 weeks of leave within 12 months of the child's placement.

Adobe will pay your full salary up to 4 weeks. Any additional time you take off will be unpaid or partially covered by any available state paid family leave programs.

Parents who are not eligible for Primary Caregiver Paid Leave (as defined below) because they are adopting a child age 6 or older or because they are not entitled to FMLA leave, or do not have any FMLA entitlement remaining as of the birth/placement of the child or the start of their leave, can only obtain up to 4 weeks of paid Parental Leave irrespective of their caregiver role.

Guidelines

Parental Leave benefits at Adobe consists of two components.

1. *Primary Caregiver Paid Leave:* If you have both eligibility and entitlement for FMLA leave and are acting as the primary caregiver for the child, Adobe will grant up to sixteen (16) weeks of paid Parental Leave separate from, and in addition to, any physician-certified FMLA or Medical Leave resulting from pregnancy or childbirth-related disabilities. A primary caregiver is the person who takes primary responsibility for the care of a child during typical Adobe work hours.
2. **The entire sixteen (16) week period of paid primary care parental leave must be taken continuously, and completed within six (6) months of the birth or placement of the child.** This leave will run concurrently with any other leave and/or benefits for which you are eligible and/or any state-mandated leave provisions, including California Family Rights Act (CFRA). Once you begin to take FMLA leave, Adobe counts all of the time off for the same purpose (or any other FMLA-qualifying purpose) toward the FMLA allotment.¹ *Non-Primary Caregiver Paid Leave:* If you are not the primary caregiver for the child (as defined above), or if you are not FMLA-eligible or have exhausted your FMLA allotment as of the birth/placement of your child, or you are adopting a child age 6 or older, then you may take up to four (4) weeks of paid Parental Leave within one year of the birth/placement of your child. This time will run concurrently with any other leave for which you are eligible and/or any state-mandated leave provisions including CFRA. Any additional days of leave after the 4 weeks that are granted under any other leave policy related to the birth/placement of your child, such as FMLA, CFRA or state leave will be unpaid leave.

Note: If you live in a state that has a paid family leave program (a program that offers wage replacement benefits but no right to leave), you may take additional days off without pay so that you can receive the

¹ When calculating the 12-week period, Company shutdown, if a complete week in duration, is not counted. If an Adobe holiday falls during your FMLA leave, the holiday will be counted against your FMLA entitlement, unless you are taking less than a full week of FMLA. For employees taking Parental Leave to bond with a newborn after a Pregnancy Disability Leave (PDL), the PDL time will not be subtracted from the available CFRA time.

remaining partial pay offered by your state's program. Please refer to the detailed "Interaction with State Benefit Programs" section below.

Employees will not be required to perform any work for Adobe while on leave.

Maternity Leave Benefits: Putting It All Together

Adobe provides enhanced maternity benefits comprised of two different leaves:

1. **Medical Leave:** If you are disabled due to pregnancy and childbirth, you may be eligible for up to ten (10) weeks of paid Medical Leave protected under FMLA (and/or state pregnancy disability leave laws as applicable). You should refer to Adobe's Medical Leave policy for more information and discuss your specific disability period duration with your doctor and with Liberty.
2. **Parental Leave:** If you would like to take additional time off after your pregnancy-related disability ends to bond with your child, you may be eligible for up to sixteen (16) weeks of Adobe Parental Leave if you are FMLA-eligible and meet other criteria as set forth above. Please discuss your specific eligibility with Liberty.

If you are eligible for the maximum Medical Leave and Parental Leave benefits, you can have up to a combined total of twenty-six (26) weeks of fully paid leave during and after pregnancy. Unless you are actually returning to work right after the medical portion of your maternity benefit ends, you should request your Parental Leave immediately after Medical Leave. The intent is to count all of the time off you take for this purpose (or any other FMLA-qualifying purpose) towards your FMLA or other state leave allotment. **Please be sure to read the Medical Leave and Parental Leave policies as there are important details you must know.**

Certificate of Care for Primary Caregivers

If you are claiming Primary Caregiver Paid Leave benefits, you must also sign and return a Certificate of Care to Liberty, attesting that you will be the primary caregiver.

If you are the non-primary caregiver, no such affidavit is necessary. However, if circumstances change (including if you become FMLA eligible) and you become the primary caregiver for your child, you can submit an Affidavit of Care attesting to the change, and be eligible for the Primary Caregiver Paid Leave benefits less any benefit you previously used, provided that all Primary Caregiver Paid Leave benefits must be completed within six (6) months of the birth/placement of your child.

Available Pay and Restrictions on Use of Other Paid Time Off

You will receive pay from Adobe replacing 100% of your pre-leave salary (TTC for commissioned employees) for **up to 4 weeks** if you are taking Non-Primary Caregiver Paid Leave, minus any state paid benefits that you may receive. You will receive **up to 16 weeks** if you are taking Primary Caregiver Paid Leave. If both parents work for Adobe, only one parent can be designated as a primary caregiver per birth or adoption. The other parent can access the Non-Primary Caregiver Paid Leave benefit.

To minimize disruption to the business, exempt and non-exempt time off (including sabbatical) cannot be used in coordination with pay benefits during Primary Caregiver Paid Leave nor to extend time away.

Interaction of Parental Leaves with State Benefit Programs

After the 4-week Non-Primary Caregiver Paid Leave, any additional days of leave that are granted will be unpaid leave under Adobe's FMLA policy, assuming eligibility requirements are met. However, employees may be also

eligible for benefits under their state's Paid Family Leave (PFL) Program. Such programs provide partial wage replacement but do not necessarily provide job protection nor entitlement to leave. Receipt of state insurance benefits will not enable employees to take nor extend an unauthorized leave of absence, nor guarantee reinstatement upon return from leave, unless otherwise required by law. *California employees who participate in the Voluntary Disability Insurance (VDI) plan should note that PFL is a component of VDI so you only need to apply through Liberty to access PFL benefits.* Liberty can assist you with any questions about state PFL benefits. **Please check with Liberty as to whether you may qualify for state benefits and how to apply for them.**

The standard 1-week waiting period is waived for all Parental Leaves (i.e. pay benefits begin immediately so you are not required to use Sick Time or PTO at the start of your leave). However, please note that the one-week waiting period WILL apply to all Medical Leaves, including pregnancy-related Medical Leaves, and you will be required to use Sick Time or PTO during that waiting period, which will be paid at base salary per the Sick Time policy.

In addition, if you are taking Non-Primary Caregiver Paid Leave and you become FMLA-eligible during the first six (6) months after the birth/placement of your child, you will be eligible to receive the Primary Caregiver Paid Leave benefits for the remaining time until six (6) months of the birth/placement of your child (not to exceed a combined 16 weeks of full pay).

Benefits

- After the birth or placement, enroll your child or make any other changes to your benefits **within 31 days** (day one is date of birth) on the Adobe Benefits Enrollment Site. If you need assistance, call 1-408-536-4357 and follow the prompts or email adobebenefits@xerox.com. You can review and change your overall benefit elections, including, opting out of health plan benefits and/or enrolling in the Health Care and Dependent Care FSA plans, if eligible.
- Information about the status of benefits while on a leave of absence is found in the document titled [Your Benefits During A Leave of Absence](#). The charts in that document summarize the effect each type of leave has on your Adobe benefits.

Duration

Parental Leave generally begins on the birth/placement of the child or the date requested by an eligible employee if after the birth/placement of a child. If you are the primary caregiver, it will end on the earlier of (a) the date on which you return to work after starting Primary Caregiver Paid Leave; (b) after a total of 16 weeks of leave; or (c) 6 months from the birth/placement of the child. Primary Caregiver Paid Leave must be taken continuously. If you return to work or otherwise stop the Primary Caregiver Paid Leave at any point, or if it is 6 months after the birth/placement of the child, your pay benefit will cease and you will forfeit any remaining weeks. Please note that unpaid leave may still be available under Adobe's FMLA Leave in accordance with those requirements.

If you taking Non-Primary Caregiver Paid Leave, you may receive up to 4 weeks of paid leave within 12 months of the birth/placement of your child.

In cases where two Adobe employees request leave for the birth/placement of the same child, only one parent can be designated as the primary caregiver for the purposes of receiving Primary Caregiver Paid Leave. The other parent will be eligible to receive 4 weeks of full pay as part of the Non-Primary Caregiver Paid Leave benefit, but may be eligible to take up to an additional 8 weeks of unpaid leave in accordance with FMLA or state family leave laws. The total amount of eligible FMLA or state leave laws will depend on the amount baby bonding leave entitlement available under FMLA or state leave laws.

Initiating a Leave, Returning to Work and Reinstatement

In order to help minimize business disruption, you should notify your manager of your leave plans in writing, at least 4 months in advance if intending to take Primary Caregiver Paid Leave, and 2 months in advance if intending to take Non-Primary Caregiver Paid Leave. If that amount of notice is impractical, you should provide as much notice as is practical under the circumstances.

For a general overview on the leave process flow, from initiating a leave of absence to returning to work after a leave of absence and reinstatement, please refer to the Leave Process Flow section of the FMLA Policy ([LINK](#)). For step by

step instructions for planning and taking a leave, refer to the leave checklists and other information found on the [Leaves of Absence page at benefits.adobe.com](#).

Submit a request for leave online at www.mylibertyconnection.com (Company Code: ADOBELOA) 24 hours a day, seven days a week or by calling a Liberty Intake Specialist during business hours: 1-800-459-3772. You must provide Liberty with any documentation they request from you to support your request for leave.

Questions

If you have questions about Parental Leave, contact Liberty at 888-873-5476. For other People Resources questions, call 408-536-4357 (6-HELP internally) and follow the prompts, or email your inquiry to erc@adobe.com.



FAMILY CARE LEAVE

If you need time off to care for an immediate family member due to his or her serious health condition, and you meet FMLA eligibility requirements and have not otherwise used your FMLA allotment, you may have up to twelve (12) weeks of leave entitlement. Adobe offers paid time off to eligible employees in conjunction with an FMLA-qualifying leave to care for an immediate family member. Adobe will provide you with continuing salary benefits for up to four (4) weeks of your leave entitlement. This paid time off benefit runs concurrently with FMLA and state leaves such as CFRA unless otherwise noted below.

Eligibility

You are eligible to request Family Care Leave benefits if you meet the FMLA eligibility requirements as of the start of your leave, and need time off to care for an immediate family member. Please refer to Adobe's Family and Medical Leave policy for further information on eligibility requirements. For the purpose of the Family Care Leave benefits only, an immediate family member is your spouse/domestic partner, child or parent. You may still be eligible to take unpaid time off to care for other family members per your state's leave laws, or receive partial pay benefits through your state's Paid Family Leave program.

Medical Certification

In order to qualify for the Family Care Leave benefits, you will need to provide a medical certification of the need for leave within 15 days to Liberty Mutual, Adobe's leave administrator. You must provide written certification from a health care provider which states:

- The date of commencement of the serious health condition;
- The probable duration of the condition and the necessary duration of the leave;
- The estimated amount of time the health care provider believes that you will be needed to provide care; and
- A confirmation that the serious health condition warrants your participation.

Liberty may also require re-certification from the health care provider if additional leave is requested.

When leave is requested either to care for a covered service member or for a qualifying exigency, the appropriate DOL forms must be provided to establish the need for care or the appropriate facts related to the qualifying exigency.

Available Pay

The standard one-week waiting period applies for Family Care leaves, so you will be required to use Sick Time (exempt employees) or PTO (non-exempt employees) at the start of your leave. Sick Time is paid at base salary for all employees, including commissioned employees, per the Sick Time policy. If no accrued time is available you can borrow Sick Time or PTO, up to the maximum 40 borrowed hours; otherwise, your time off will be unpaid. After the waiting period, you will receive pay from Adobe replacing 100% of your pre-leave salary (TTC for commissioned employees) for **up to 4 weeks, minus any state leave benefits you may receive**. After the four-week paid Family Care Leave benefits end, any additional days of leave that are granted will be unpaid leave under Adobe's FMLA policy or your state's family care leave laws. However, you may be also eligible for benefits under your state's Paid Family Leave (PFL) Program.

Employees who do not meet the FMLA eligibility criteria at the start of their leave may not receive the Adobe Family Care Leave pay but may still be eligible for partial income replacement under their state's Paid Family Leave program. Such programs provide partial wage replacement but do not provide job protections. Receipt of state insurance benefits will not enable employees to extend an unauthorized leave of absence or guarantee reinstatement upon return from leave, unless otherwise required by law. Please check with **Liberty** as to whether you may qualify for state benefits and how to apply for them.

Benefits

Information about the status of benefits while on a leave of absence is found in the document titled [Your Benefits During A Leave of Absence](#). The charts in that document summarize the effect each type of leave has on your Adobe benefits.

Duration

Family Care Leave generally begins on the first day that you are needed to care for an immediate family member and ends when you are able to return to work, or after a total of 12 weeks of leave in a 12 month period, whichever occurs first. The 12 month period is measured forward from the date your first protected leave begins. Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended. There is no carryover of unused leave from one 12-month period to the next 12-month period.

You may take leave consecutively or intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of your immediate family member and the intermittent leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. Such leaves may be taken in increments of a least one hour when it is medically necessary and certified by a health care provider according to the procedures established by Liberty. Contact your manager and Liberty immediately if you need intermittent/reduced schedule Family Care Leave.

To accommodate any requests for an intermittent or reduced-hours leave, the Company may transfer you to an alternative position. You may take more than one Family Care Leave to care for a family member, provided the total time off for this and other FMLA-qualifying leaves within the designated 12-month period does not exceed 12 workweeks.

Initiating a Leave, Returning to Work and Reinstatement

For a general overview on the leave process flow, from initiating a leave of absence to returning to work after a leave of absence and reinstatement, please refer to the Leave Process Flow section of the FMLA Policy. For step by step instructions for planning and taking a leave, refer to the leave checklists and other information found on the [Leaves of Absence page at benefits.adobe.com](#).

Submit a request for leave online at www.mylibertyconnection.com (Company Code: ADOBELOA) 24 hours a day, seven days a week or by calling a Liberty Intake Specialist during business hours: 1-800-459-3772. You must provide Liberty with any documentation they request from you to support your request for leave.

A Special Note About Military-Related Family Leave

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. Adobe will provide you with continuing salary benefits for up to four (4) weeks. A covered servicemember is a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness or a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

In the case of Military Caregiver Leave, time may also be used intermittently or on a reduced schedule basis up to 26 workweeks in a 12-month period. During the single 12-month period of Military Caregiver Leave, FMLA leave for purposes other than Military Caregiver Leave, up to a maximum of 12 workweeks, will count toward the 26 workweeks total. Contact Liberty to request Military-Related Family Leave and provide Liberty any documentation they request to support your leave request.

Questions

If you have questions about Family Care Leave, contact Liberty at 888-873-5476. For other People Resources questions, call 408-536-4357 (6-HELP internally) and follow the prompts, or email your inquiry to erc@adobe.com.