

Spain Family Leave Policy

Overview

Adobe offers enhanced leave and pay to eligible employees to supplement certain leave provided under Spanish law. This enables employees to take more time to bond with their child before returning to work.

Adobe Leave for Birth and Care of an Infant

Eligibility

All female employees who give birth are entitled to take leave for the birth and care of an infant.

Entitlement

Under Spanish law, eligible employees can take up to 16 weeks paid leave for the birth and care of an infant. However, Adobe extends and enhances the statutory leave by providing 10 additional weeks so eligible employees can take up to a total of 26 weeks of paid leave for the birth and care of an infant. Any accumulated leave for care of an infant (breastfeeding) shall be included in this additional 10 weeks provided by Adobe. The Spanish statutory leave may be extended for multiple births (two additional weeks for each child), but this will not extend the overall period of Adobe enhanced leave for the birth and care of an infant (unless the statutory entitlement exceeds 26 weeks leave, in which case the statutory entitlement shall apply, but there will be no additional enhanced leave on top of this). For premature birth or hospitalization, statutory leave for birth and care of an infant is extended by up to 13 weeks (i.e. up to 29 weeks' leave in total), and to the extent necessary, the 26 weeks of Adobe enhanced leave for birth and care of an infant will be extended by up to three weeks or 29 weeks' leave in total.

Distribution of time off must meet the following conditions:

- Leave can begin on the day the baby is born, or up to 4 weeks prior to the expected due date.
- At least six weeks must be taken by the mother immediately after giving birth.
- The remaining 20 weeks can be used flexibly as whole weeks up until the child is 12 months old.

Effective 1 January 2021, birth mothers will not be able to sacrifice any leave for the birth and care of an infant to their partner.

Notification

For Adobe to comply with leave for birth and care of an infant protection regulations, an expectant mother should notify their Manager and the Employee Resource Center (ERC) of the pregnancy and the probable date of delivery as soon as they are aware of these facts. The notification can be done via email and by submitting a case to the ERC. For those purposes, the expectant mother must comply with the guidelines and requirements set out by the Social Security regulations in force from time to time. The employee must notify Adobe in writing at least 15 days before the start of the additional leave. The request should be made through the time off and leave management system and should contain:

- Start date of leave
- End date of leave
- Copy of the document attesting the employee is the parent of the child

In addition, Adobe will issue the employee a company certificate for birth and care of an infant. Employees are required to make the necessary claims for leave for birth and care of an infant benefits through [Social Security](#) within the required time limits and to comply with whatever requirements are laid down by that department as a condition of claiming benefits.

Payment while on Adobe Leave for birth and care of and infant

Adobe will top up the statutory leave for birth and care of an infant payments so that eligible employees will receive 100% of their salary for the first 26 weeks of leave or 29 weeks in the event of premature birth or hospitalization. This will be based on:

- 100% of base salary
 - 100% of target commission for sales employees
- The above will be inclusive of the statutory benefits the employee is eligible to receive through leave for birth and care of an infant allowance.

Note that under Spanish law, social insurance payments are 100% of the employees' Social Security regulatory base up to a determined ceiling. A flat-rate benefit is paid for 42 days to all employed women who do not meet statutory eligibility requirements. These payments are financed by social insurance contributions from employers and employees.

Employees are required to make the necessary claims for leave for birth and care of an infant benefits through Social Security within the required time limits and to comply with whatever requirements are laid down by that department as a condition of claiming benefits.

Discretionary Status

The additional leave and pay offered by Adobe on top of the statutory leave for birth and care of an infant entitlement is entirely discretionary and may be modified or removed by Adobe at any time. The employees' entitlement to participate in this policy does not qualify as a contractual right.

Adobe Partner Leave

Eligibility

All employees may be eligible for Adobe Partner Leave if they are the partner of the mother giving birth to the child, regardless of their gender or marital status.

Entitlement

From 1 January 2021, employees are entitled to 16 weeks statutory Partner leave, of which the first 6 weeks must be taken full-time and consecutively to birth. The following ten weeks can be organized by the partner under their discretion. Employees must take Partner Leave as whole weeks (e.g. one or two-week increments) rather than individual days, within the period of 12 months of the birth or placement of the child.

The Partner leave entitlement is gender neutral but is not available to employees who are taking Leave for birth and care for an infant. The period may be extended in case of multiple births, adoption or fostering. Partner leave entitlement will be inclusive and run concurrently to any period of statutory paid leave that the partner may be eligible to receive.

Notification

Following the initial 6 weeks of leave taken consecutively to birth, eligible employees may use the remaining 10 weeks (in weekly increments) at their discretion and should notify Adobe in writing at least 15 days before the leave. The request can be done using Adobe's time off and leave system and should contain:

- Start date of leave
- End date of leave
- Copy of the document attesting the employee is the parent of the child.

Payment while on Adobe Partner Leave

Adobe will top up statutory partner leave payments so that eligible employees will receive 100% of their salary for 16 weeks of Partner leave. This will be based on:

- 100% of base salary
- 100% of target commission for sales employees
- The above will be inclusive of the statutory benefits the employee is eligible to receive through partner leave allowance or otherwise.

Note that under Spanish law, social insurance payments are 100% of the employees' Social Security regulatory base up to a determined ceiling. These payments are financed by social insurance contributions from employers and employees.

Employees are required to make the necessary claims for partner leave benefits through [Social Security](#) within the required time limits and to comply with whatever requirements are laid down by that department as a condition of claiming benefits.

Discretionary Status

The additional pay offered by Adobe on top of the statutory partner leave entitlement is entirely discretionary and may be modified or removed by Adobe at any time. The employees' entitlement to participate in this policy does not qualify as a contractual right.

Adobe Adoption Leave

Eligibility

All employees who adopt a child under six years of age or under legal age if disabled or that due to their circumstances and personal experiences or because they come from abroad, they have special difficulties of social and family integration duly accredited by the competent social services, are entitled to take Adobe Adoption Leave.

Entitlement

From 1 January 2021, employees are entitled to take up to 16 weeks of adoption leave for each partner of which the first six weeks must be taken immediately following the judicial decision or admin decision. The remaining 10 weeks must be taken at the employee's discretion, within the first 12 months of the adoption of the child and it can be enjoyed in weekly increments, accumulated or interrupted. The employee should notify Adobe in writing at least 15 days before the leave. In case the child adopted is disabled, the statutory adoption leave is extended by up to two weeks.

Notification

The adopting employee should notify their Manager and the Employee Resource Center (ERC) of their intention to take Adobe Adoption Leave as soon as they are aware of these facts. The notification can be done via email and by submitting a case to the ERC. For those purposes, the expectant adoptive parent must comply with the guidelines and requirements set out by the [Social Security](#) regulations in force from time to time.

Following the initial six weeks of full-time leave taken consecutively to the judicial or administrative decision, eligible employees may use the remaining 10 weeks at their discretion and should notify Adobe in writing at

least 15 days before the leave. The request can be done using Adobe's time off and leave system and should contain:

- Start date of leave
- End date of leave
- A certificate confirming the adoption of the baby
- Or copies of documents confirming the expected date of birth of the baby and relation to the employee

Payment while on Adobe Adoption Leave

Adobe will top up statutory adoption payments the employee may be eligible to receive so that eligible employees will receive 100% of their salary for the first 16 weeks of leave. This will be based on:

- 100% of base salary
- 100% of target commission for sales employees
- The above will be inclusive of the statutory benefits the employee is eligible to receive through adoption allowance or otherwise.

Note that under Spanish law, social insurance payments are 100% of the employees' [Social Security](#) regulatory base up to a determined ceiling. These payments are financed by social insurance contributions from employers and employees.

Employees are required to make the necessary claims for Adoption leave benefits through Security within the required time limits and to comply with whatever requirements are laid down by that department as a condition of claiming benefits.

Discretionary Status

The additional pay offered by Adobe on top of the statutory adoption leave entitlement is entirely discretionary and may be modified or removed by Adobe at any time. The employees' entitlement to participate in this policy does not qualify as a contractual right.

Parental Leave

Eligibility

Both parents whether natural or adoptive have the right to parental leave.

Entitlement

Employees may apply for an unpaid leave of up to three years from birth or adoption also known as 'Excedencia por cuidado de hijos'. Employees have a right to return to their same job as before in the first year of leave, and to a job of the same professional group or equivalent category in the following years. They retain preferential rights to vacancies for the same or similar job categories. The leave period may not be extended, unless another child is born or adopted.

Notifications

The employee must notify Adobe in writing 15 days before the start of the leave, by [submitting a case](#) with the Employee Resource Center. The request should contain:

- Start date of leave
- End date of leave
- The number of hours per week for which the employee takes leave and the way they want the leave to be spread
- Copy of the birth certificate of the child

Payment while on Parental Leave

Parental leave is unpaid. Meaning that this period will be considered as effective contribution with social security.

Discretionary Status

Employees are required to make the necessary claims for parental benefits through social security within the required time limits and to comply with whatever requirements are laid down by that department as a condition of claiming benefits.

Leave to Care for an Infant

Eligibility

Mothers and fathers whether natural or adoptive have the right to Leave to care for an infant.

Entitlement

Employees have the right to one hour of remunerated absence during the working day in order to care for an infant under nine months old which can be divided into two half-hour periods per day. It can be replaced by a reduction of half an hour, that means that the employee can get to work half an hour later than usual or can leave half an hour earlier. Alternatively, accumulate all the hours and enjoy the leave in full working days.

The duration of such leave shall be increased proportionally in case of multiple births. For example, in case of twins, this one-hour entitlement is multiplied by two.

In Spain, the Leave to Care for an Infant (breastfeeding) can be accumulated and enjoyed as full complete days of leave, under the terms provided for by the applicable collective bargaining agreement. However, considering the 10 additional weeks of Maternity Leave voluntarily offered by Adobe, the right to such accumulation of Leave to Care for an Infant shall be included within the 10-week period above granted on top of the statutory entitlement. Therefore, by enjoying such additional 10-week period it is understood that the employee accepts that the accumulated leave to care for an infant in full days is included therein and hence that it cannot be enjoyed additionally to the 10-week period. If the employee's statutory maternity leave entitlement meets or exceeds 26 weeks then they shall be entitled to take Leave to Care for an Infant in addition to their statutory maternity leave.

Employees who take 16 weeks of Partner Leave or Adoption leave are entitled to take Leave to Care for an Infant in addition to their 16 weeks Partner or Adoption leave.

Returning to Work

Returning to work following leave for Birth and care of an infant, Partner, Adoption or Parental Leave

Subject to the employee complying with the procedures set out above, when returning from leave the employee will be entitled to return to the same job on the same terms and conditions as if they had not been absent.

An employee will be expected to return following leave on the date agreed with Adobe. It would, however, be helpful if the employee notifies their Manager via phone or email at least two (2) weeks before their return from any family leave so that Adobe can ensure that arrangements are in place for their return. Failure to return on the date agreed will be treated as unauthorized absence.

If an employee wishes to return to work after a family leave exceeding 4 weeks earlier than the expected return date, they must give Adobe at least two (2) weeks' notice of the date of early return, preferably in

writing. If they fail to do so, Adobe may postpone their return to such a date as will give Adobe two (2) weeks' notice if this is not later than the expected return date.

Not returning to work following Adobe leave for birth and care of an infant, Partner, Adoption or Parental Leave

If the employee decides not to return to work after Leave, the employee must give notice of resignation as soon as possible and in accordance with the terms of their employment contract. If the notice period would expire after the leave has ended, Adobe may require the employee to return to work for the remainder of the notice period or to deduct the corresponding salaries from the employee's final payment.

Illness after Adobe leave for birth and care of an infant, Partner, Adoption or Parental Leave

If an employee has a medical condition that prevents them from returning to work on the agreed date, they should send a medical certificate to Adobe as soon as possible. The employee will be treated as having returned from leave on the agreed date and treated the same as any other employee on sick leave. The normal contractual arrangements for sickness absence will apply.

Benefits Impact while on Leave

Unless specifically outlined in a separate paragraph within this policy, all Spain benefits including car allowance, wellbeing reimbursement and annual leave remain unchanged during paid leaves.

For more information, please refer to [EMEA Rewards impact during a leave of absence \[PDF\]](#).

Annual Leave

Annual leave continues to accrue during Leave for Birth and Care of an Infant, Partner and Adoption leave.

Accrued annual leave can be taken either before commencement of or flexibly within six months after the end of the leave period. Where this leave carries over from one calendar year to the next, annual leave can be carried over but must be taken within six months of the employee returning to work.

There will be no payment in lieu of untaken annual leave.

Ante-Natal Care

Employees are entitled to paid leave for reasonable attendance at ante-natal appointments, either for themselves or to support their partner.

Where an employee can reasonably arrange such appointments to take place out of working hours, they are requested to do so. Otherwise they are requested to arrange them as close to the start or end of the working day as possible.

Entitlement to time off for ante-natal care is subject to the employee giving Adobe prior notice.