

Armenia Family Leave Policy

Adobe Maternity Leave

Eligibility

All female employees who give birth are entitled to take the statutory maternity leave entitlement as governed by Armenian law.

Entitlement

Overall, eligible employees can take up to 26 weeks paid Adobe Maternity Leave under this policy. This is inclusive of the employee's statutory right to:

- 140 calendar days paid maternity leave.
- 155 calendar days paid maternity leave for complicated birth
- 180 calendar days in the event of giving birth to more than one child

The additional weeks which are granted do not extend the Statutory Maternity Leave which Adobe has enhanced on a discretionary basis. At least 70 calendar days of maternity leave must be taken before the expected date of childbirth. After the birth, employees must take 70 calendar days of compulsory maternity leave followed, if they wish, by any remaining maternity leave they have available. Maternity Leave will start automatically if the baby is born before the expected date of birth.

Notification

For Adobe to comply with maternity protection regulations, an expectant mother should notify her manager and the Employee Resource Center, by email, of the pregnancy and the probable date of delivery as soon as they are aware of these facts.

Payment while on Adobe Maternity Leave

Adobe will top up statutory maternity payments so that eligible employees will receive 100% of their salary for the first 26 weeks of leave. Adobe maternity pay will be calculated based on:

- 100% of base salary for non sales employees
- 100% of target commission for sales employees

The above will be inclusive of the statutory benefits the employee might be eligible to receive through maternity allowance or otherwise.

Employees are required to make the necessary claims for maternity 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 140 calendar days statutory Maternity Leave and statutory maternity pay is entirely discretionary and may be modified or removed by Adobe at any time.