



Armenia Family Leave Policy

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Overview



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Adobe offers enhanced Family Leave and pay to eligible employees to supplement the leave provided under Armenian law to new parents. This enables employees to take more time to bond with their child before returning to work.

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. In addition, the employee should provide the pregnancy certificate issued by the doctor.

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.



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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.

Adobe Partner Leave

Eligibility

All employees who become the parent of a child and have not given birth, are entitled to take Partner Leave.

Entitlement

Eligible employees can take up to a total of 16 weeks' partner leave following the birth or adoption of a child. A 'week' equals the length of time an employee normally works over seven days.

The 16 weeks must be taken in one continuous block and must start and finish at any time within the first six months following the birth or adoption placement of the child at which point any untaken leave will be forfeited. Upon termination of employment for any reason, the employee will not be paid for any unused Adobe Partner leave which was due to them.

The 16 weeks are inclusive of public holidays. This time will run concurrently with and include any other leave for which you are eligible and/or any state-mandated leave provisions effective participation in the care of the newborn or adopted child, including the statutory maternity/paternity leave, statutory childcare leave or statutory adoption leave under Armenian Law.

For the avoidance of doubt, Adobe Partner Leave is inclusive of an employee's entitlement to any statutory birth leave under Armenian Law, such as currently:

- Five days' partner leave and up to two months of additional unpaid leave is available to the husband of a woman on pregnancy and maternity leave, as well as the husband of a woman taking care of a child under the age of one and/or the father of the child.
- In case of Adoption/Surrogacy, an employee having adopted a newborn or appointed a guardian of a newborn shall be granted a leave for a period from the day of adoption or of being appointed guardian up to when the infant attains an age of 70 days (in case of adoption or being appointed a guardian of two or more newborns — up to when the newborns reach 110 days).
- An employee (the child's biological mother) having given birth to a child through a surrogate shall be granted a leave for a period starting from the day of birth of the child up to when the newborn attains an age of 70 days (in case of birth of two or more newborns — up to when the newborns reach 110 days).

In the event that the statutory entitlement to any birth leave and additional unpaid leave increases, the total amount of Adobe Partner Leave will remain the same. Partner Leave is capped at a maximum of 16 weeks and employees will be deemed to have taken their entitlement to statutory birth leave before they are eligible to avail of the remainder of the Partner Leave.

In cases of multiple births, only one period of Partner Leave is available to employees, without prejudice to the statutory minimum paid and unpaid partner leave in the second or following case of childbirth.



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Payment while on Adobe Partner Leave

Adobe Partner Leave 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 any statutory benefits the employee might be eligible to receive through paternity/adoption allowance or otherwise.

Notification

The employee must notify Adobe by email at least one month before the start of the leave. The request should be placed through the time off and leave management system and should contain:

- Start date of leave
- End date of leave
- A certificate from the mother's doctor confirming when the baby is due
- Or confirmation of the baby's actual date of birth if applying for leave after the birth has occurred
- Or supporting documents of adoption

Employees are required to make the necessary claims for statutory birth 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 leave offered by Adobe on top of the statutory Paternity Leave is entirely discretionary and may be modified or removed by Adobe at any time.



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Childcare Leave

Eligibility

Any employee who is the parent of a child can take Parental Leave up until the child has reached the age of three years.

Entitlement

Parental leave can be taken as one continuous period or in separate blocks of not less than one month (30 days).

Payment while on Parental Leave

None, this leave type is unpaid. An allowance may be paid by the Social Security Service to eligible employees.

Notification

The employee must notify Adobe in writing at least one month before the start of the leave, by requesting leave for Parental Leave through an email to the Employee Resource Center. The request should contain:

- Start date of leave
- End date of leave
- Copy of the birth certificate of the child

Returning to Work

Returning to work following Adobe Maternity, Partner, Adoption, Surrogacy and 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 he/she had not been absent as long as this is reasonably practicable. If it is not reasonably practicable for any reason, for example, if the role is redundant, Adobe will try to find a suitable alternative role for the employee.

An employee will be expected to return following leave on the date agreed with Adobe. It would be helpful if the employee would contact the manager at least four weeks before their return from Maternity and Paternity Leave, so that Adobe can ensure that arrangements are in place for her/his return. Failure to return on the date agreed will be treated as unauthorized absence, unless a valid reason for the absence can be proven.

If an employee wishes to return to work earlier than the expected return date, he/she must give Adobe at least eight weeks' notice of her date of early return, preferably in writing. If he/she fails to do so, Adobe may postpone his/her return to such a date as will give Adobe eight weeks' notice if this is not later than the expected return date.

Not returning to work following Adobe Maternity, Partner, Adoption, Surrogacy and 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 his/her contract of employment. 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.

Illness after Adobe Maternity, Partner, Adoption, Surrogacy and Parental Leave

If an employee has a medical condition that prevents him/her from returning to work on the agreed date, he/she should report ill and comply with the provisions on sick absence. The employee will be treated as having returned from leave



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on the agreed date and treated the same as any other employee on sick leave. The normal contractual arrangements for sickness absence will, therefore, apply.

Benefits Impact while on Leave

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

Annual Leave

Annual leave continues to accrue during paid leaves. Accrued annual leave can be taken either before commencement of, or immediately at the end of the leave period. Where this leave falls over from one calendar year to the next, annual leave can be carried over but must be taken immediately at the end of the leave period, prior to the employee's return to work. There will be no payment in lieu of untaken annual leave.

Pension

Pension contributions from both Adobe and the employee continue unchanged during the period of full salary.

Commission & Bonus Impact while on Leave

The payment and entitlement to earnings other than basic pay during paid leave can be complex and will depend on the exact circumstances of the employee concerned. However, for reference, some general principles are set out below.

Sales-based commission

Details of how your Leave impacts on sales commission are posted on the Adobe Field Readiness site, [here](#).

Bonuses

Bonuses which are announced and confirmed prior to commencement of any family leave are unaffected by commencement of leave and will be paid on the previously notified date or on such date as the bonus is paid to other employees not on leave.

Bonuses which are referable to an element of personal performance or where personal performance is considered will be pro-rated to take account of the element of the bonus year for which the employee was not on leave. This will usually be a straight-line pro-rating, but Adobe reserves the right to consider other factors, such as seasonal variation in levels of business, where it is considered appropriate to do so.

Ante-Natal Care

Employees may take paid leave for reasonable attendance at ante-natal appointments, either for themselves or to support their partner. The employee must provide their manager with a doctor's certificate of pregnancy and appointment card when requesting permission.



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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.

For all related matters not covered by this policy, Adobe refers to the relevant legal provisions.