



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.

Family and Medical Leave Act

Adobe offer leave time to all employees in compliance with the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and any other state and local leave laws as applicable. FMLA is a federal law that provides eligible employees with time to take unpaid leaves for specified family and medical situations, including for their own serious health condition, and simultaneously provides certain job and benefits protections during that leave. CFRA is a California state law that is similar in many ways to FMLA. If the law of a state provides greater or different leave rights than are stated here, Adobe will comply with applicable state law requirements for employees in that state and provide supplemental information outlining state-specific rights and responsibilities.

Adobe's leave provisions apply to both FMLA and CFRA or other state leave laws. In the instances where CFRA or another state's leave laws differs from FMLA, and employees have different options, the different provisions will be noted. CFRA and other state-protected leaves will run concurrently with FMLA-protected leaves, unless otherwise required by law. Employees can contact Lincoln Financial, Adobe's Benefits Administrator, at 888-873-5476 for specific information regarding their state's leave laws.

You are eligible to request an FMLA/CFRA protected leave if you:

- Are a regular full-time or part-time employee;
- have been employed by Adobe for at least 12 months (not necessarily consecutive months);
- have completed at least 1,250 hours of work within the 12 consecutive months immediately before the first day of the requested leave
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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 or placement of your child or the start of your leave, and if you 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 salary up to 4 weeks. Any additional time you take off will be unpaid or partially covered by any available state paid family leave programs¹.

Parents who 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 obtain up to 4 weeks of paid Parental.

Guidelines

Qualifying Paid Parental Leave: If you have both eligibility and entitlement for FMLA leave, 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.

The entire sixteen (16) week period of qualifying paid 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

¹ See additional resource page in the appendix for specific state leave program details for CA, NJ, NY, WA, RI, and HI.

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 the time off for the same purpose (or any other FMLA-qualifying purpose) toward the FMLA allotment.²

Non-Qualifying Paid Parental Leave: 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 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 provisions 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 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 Lincoln Financial Group.
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 Lincoln Financial Group,.

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 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.**

Available Pay and Restrictions on Use of Other Paid Time Off

If you are taking Non-Qualifying Paid Parental Leave, 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 paid benefits that you may receive. If you are taking Qualifying Paid Parental Leave, you will receive up to 16 weeks.

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

² 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.

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.

To minimize disruption to the business, exempt and non-exempt time off cannot be used in coordination with pay benefits during Qualifying Paid Parental Leave nor to extend time away.

Interaction of Parental Leaves with State Benefit Programs

After the Non-Qualifying Paid Parental Leave of 4 weeks, any additional days of leave that are granted will be unpaid leave under Adobe's FMLA policy, assuming eligibility requirements are met. However, employees in some states may be also eligible for benefits under a state 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 Lincoln Financial Group, to access PFL benefits.* Lincoln Financial Group can assist you with any questions about state PFL benefits. **Please check with Lincoln Financial Group as to whether you may qualify for state benefits and how to apply for them.**

In addition, if you are taking Non-Qualifying Paid Parental 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 Qualifying Paid Parental 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 855-898-4218 and follow the prompts or email adobebenefits@conduent.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 eligible for the Qualifying Paid Parental Leave, it will end on the earlier of (a) the date on which you return to work after starting Qualifying Paid Parental Leave; (b) after a total of 16 weeks of leave; or (c) 6 months from the birth/placement of the child. Qualifying Paid Parental Leave must be taken continuously. If you return to work or otherwise stop the Qualifying Paid Parental 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 are taking Non-Qualifying Paid Parental Leave, you may receive up to 4 weeks of paid leave within 12 months of the birth/placement of your child (6 weeks for California employees, subject to the benefits cap).

Initiating a Leave, Returning to Work and Reinstatement

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 a Qualifying Paid Parental Leave, and 2 months in advance if intending to take Non-Qualifying Paid Parental 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](#). 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 [My Lincoln Portal \(SSO\)](#) 24 hours a day, seven days a week or by calling a Lincoln Financial Group Intake Specialist during business hours: 1-800-459-3772. You must provide Lincoln Financial with any documentation they request from you to support your request for leave.

Questions

If you have questions about Parental Leave, contact **Lincoln Financial Group at 888-873-5476 or by email at AdobeAdmin@lfg.com**. For other Employee Experience questions, call 408-536-4357 (6-HELP internally) and follow the prompts, or email your inquiry to erc@adobe.com.

Appendix: State Benefit Program Resources

- California: https://www.edd.ca.gov/disability/PFL_Claim_Process.htm
- New Jersey: <https://www.nj.gov/labor/fli/fliindex.html>
- New York: <https://paidfamilyleave.ny.gov/>
- Rhode Island: <http://www.dlt.ri.gov/tdi/>
- Washington: <https://esd.wa.gov/paid-family-medical-leave>
- Hawaii: <https://www.disabilitycarecenter.org/state-resources/hawaii-social-security-disability/>