Enhanced Parental Leave—Australia

Adobe is providing employees with time off benefits to be used during any applicable significant life events such as having a baby or adopting a child under 16 years of age.

Effective April 1, 2019, Adobe will offer additional company-paid time off for non primary caregivers.

At-a-glance Chart

This chart illustrates the maximum time paid at 100% of your base salary*.

<table>
<thead>
<tr>
<th>PARENTAL LEAVE</th>
<th>TODAY</th>
<th>THE INCREASE</th>
<th>EFFECTIVE APRIL 1, 2019</th>
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</thead>
<tbody>
<tr>
<td>Primary Caregiver Leave</td>
<td>26 weeks (182 calendar days)</td>
<td>No Change</td>
<td>26 weeks with full pay (182 calendar days)</td>
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<tr>
<td>Time off for the primary caregiver** to bond with the newborn or recently adopted child</td>
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<tr>
<td>Non-Primary Caregiver Leave</td>
<td>4 weeks (20 working days)</td>
<td>+ 12 weeks (60 working days)</td>
<td>16 weeks with full pay (80 working days)</td>
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<td>Time off for the spouse or partner of the primary caregiver to bond with the newborn or recently adopted child</td>
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</table>

* Total Target Compensation (TTC) for commissioned employees.

** Adobe defines a primary caregiver as the parent who takes primary responsibility for the care of the child during the typical Adobe work hours. An affidavit of care must be signed and returned stating that you will be the primary caregiver. See more details in the FAQs.

Disclaimer:
1) Adobe-paid leave will be deducted from your total unpaid parental leave entitlement of 12 months from the National Employment Standards (NES).
2) Adobe paid parental leave is inclusive of any parental leave pay funded by the government.
3) Total pay received during the 26 weeks shall not exceed 100% of your salary.

Questions? Contact the Employee Resource Center (ERC) at 6-HELP or erc@adobe.com.
FAQs for Australia Parental Leave Enhancements

*Effective April 1, 2019*

**General**
1. **Why is Adobe enhancing its Non-Primary Caregiver Leave policy?**
   The increase to Non-Primary Caregiver Leave ensures all our parental leave offerings are comparable or better than other market-leading companies and supports non-primary caregivers during a life-changing period.

2. **Why are Australia and New Zealand the first countries in APAC to have an enhancement to the Non-Primary Caregiver Leave policy?**
   Enhancing our parental leave policies is a complex process. We are taking a phased-approach and are carefully reviewing each country based on the number of employees in the country and local legislative requirements.

**Parental Leave**
3. **What are the Parental Leave enhancements?**
   Effective April 1, 2019, Adobe is enhancing the Non-Primary Caregiver Leave allowance from the current 4 weeks to 16 weeks paid at 100% of your base salary (Total Target Compensation (TTC) for commissioned employees). Non-Primary Caregiver Leave can be taken in 1 block of 16 weeks or 2 equal blocks of 8 weeks each.

   Primary Caregiver Leave will remain at 26 weeks paid at 100% of your base salary (Total Target Compensation (TTC) for commissioned employees).

4. **Who is eligible for the Primary Caregiver Leave policy?**
   All Adobe full-time and part-time employees are eligible for the Primary Caregiver Leave where all the following conditions are met:
   - You are (or will be) the primary caregiver of a newborn or recently adopted child under the age of 16.
   - You have worked for Adobe for at least 12 months when the leave starts.
   - You have not received (or applied for) the Non-Primary Caregiver Leave.
   - If your spouse/partner is (or has been) employed by Adobe, he/she has not applied for the Primary Caregiver Leave for the care of the same child (including multiple births).

   Please be sure to notify your manager in writing at least **10 weeks** prior to the first day of your leave.
5. **Who is the primary caregiver?**
Adobe defines a primary caregiver as the parent who takes primary responsibility for the care of the child during the typical work hours at Adobe. An affidavit of care must be signed and returned stating that you will be the primary caregiver.

6. **Who is eligible for this new Non-Primary Caregiver Leave enhancement?**
All full-time and part-time employees are eligible for the Non-Primary Caregiver Leave where the following conditions are met:
- You worked for Adobe for at least 12 months when the leave starts.
- You have not received (or applied for) Primary Caregiver Leave.
- If your spouse/partner is (or has been) employed by Adobe, the partner has not applied for Adobe’s Non-Primary Caregiver Leave for the same child.

7. **My child was born before April 1, 2019, am I entitled to the enhanced Non-Primary Caregiver Leave?**
No, if your child was born prior to April 1, 2019, you will fall under the rules of the previous policy and you will be entitled to up to 4 weeks of paid parental leave. This can be taken in 1 block of 4 weeks, or 2 equal blocks of 2 weeks each.

8. **I am about to have another child however I have previously taken Adobe paid parental leave for a different child. Am I entitled to this leave again?**
Yes, provided you satisfy the eligibility criteria you are entitled to this leave again for each subsequent child.

9. **Can I use my Paid Time Off (PTO) or Long Service Leave (LSL) before and after Adobe Parental Leave?**
Yes, you may use your accumulated PTO or LSL to extend your Adobe Parental Leave subject to your manager’s approval. However, all leaves must be taken in a continuous period and will apply toward the unpaid Parental Leave entitlement of 12 months under the National Employment Standards (NES). Note that you may not use sick and carer’s leave, compassionate leave, or community service leave (other than for jury service) during the unpaid Parental Leave granted by NES.

10. **If I have a pregnancy-related medical situation and I must take time off from work, can I begin my Parental Leave earlier than six weeks from my due date?**
Yes, you can. You will need to submit a medical certificate as a supporting document for this request. Please send an email to erc@adobe.com and attach the supporting document with the details of your request.
11. Can I split my Parental Leave and take it when I want to take it?
Adobe’s Primary Caregiver Leave must be taken in a continuous period. If you return to work at any point earlier than the twenty six (26) weeks allowed, your leave benefit will cease and you will forfeit any remaining weeks.

Adobe’s Non-Primary Caregiver Leave can be taken as two blocks of 8 weeks and both have to be taken within 12 months after the birth or placement of the child. If you return to work at any point earlier than the eight (8) weeks, your leave benefit will cease and you will forfeit any remaining weeks.

12. Do public holidays extend my Parental Leave?
No, if public holidays occur during your Parental Leave, those days will run concurrently with your Parental Leave.

13. Does Year-End Shutdown extend my Parental Leave?
Yes, if the Year-End Shutdown occurs during your Parental Leave, those days will be deducted from your PTO balance and they will run concurrently with your Parental Leave. However, you will be able to extend your Parental Leave by the number of days of the Year-End Shutdown.

14. What happens to my insurance benefits during my paid and unpaid Parental Leave?
While on a paid and unpaid Parental Leave, you will maintain the same insurance benefits coverage that you have as an active employee. These benefits are subject to plan provisions for the full duration of your leave, and last up to 52 weeks. However, PTO accrual will stop during the unpaid portion of your leave.

15. What’s the impact on my sales quota when I am on Paid Parental Leave?
The impact on your sales quota is as follows:

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<tr>
<th></th>
<th>Definition</th>
<th>What is the impact during my Paid Parental Leave?</th>
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<tr>
<td><strong>Quota Credit</strong></td>
<td>The amount of Commissionable Bookings credited towards a Participant’s Quota attainment which is also used to calculate commission. May be less than or equal to 100% of the Booking generated by a transaction.</td>
<td>You will receive quota credit up until the point you go on paid parental leave.</td>
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<tr>
<td></td>
<td></td>
<td>Your “actual” commission will be paid by your sales commission team.</td>
</tr>
<tr>
<td><strong>Quota Relief</strong></td>
<td>The amount of Commissionable Bookings credited towards a Participant’s Quota attainment only. No commissions are issued.</td>
<td>You will receive quota relief during your paid parental leave. This means that any sales which are booked and attributed to you whilst</td>
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<td>Definition</td>
<td>What is the impact during my Paid Parental Leave?</td>
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<td>you are on leave will be added to your sales achievement for the year. However, you will NOT receive any “actual” commission from your sales commission team. Instead, as part of the benefits, you will receive 100% of “target” commission via payroll for the duration of the paid parental leave. This 100% of target commission is paid out regardless of your quota achievement status prior to you starting the leave.</td>
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<tr>
<td>Quota Proration</td>
<td>An adjustment to an assigned Territory annual quota typically the result of a new employee joining Adobe after Q1. You will not receive any quota proration for your paid parental leave timeframe. This means, if you are given a $2M sales quota for the year, you will still be subject to the $2M quota for the year after you return from leave.</td>
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16. Upon return from my Parental Leave, will I come back to the same role and position that I held before I went out on my Parental Leave?
When you complete your Parental Leave, you are entitled to the position you had before Parental Leave. If that position no longer exists, you are eligible for any available position for which you are qualified and suited that is nearest in status and pay to your pre-parental leave position. We encourage you to speak with your manager to discuss your transition back to the office.

17. What if I want to return to work early from my Parental Leave?
You should email your manager or contact the ERC at erc@adobe.com if you wish to return to work earlier. Adobe’s consent is required to shorten your period of Parental Leave under the NES.

18. I wish to adopt a child. What kind of leave is available?
If you are the primary caregiver of an adopted child under the age of 16, Adobe Primary Caregiver Leave (26 weeks) will apply. If you are the spouse or partner of the primary caregiver of an adopted child under the age of 16, Adobe Non-Primary Caregiver Leave (16 weeks) will apply.

Note: This FAQ is intended to provide information about Adobe’s new leave policies. The content of this FAQ is believed to be accurate, but in the event of any conflict, the applicable policies, plans or law will govern.