

Australia Primary Caregiver and Non-Primary Caregiver Leave Policy

Adobe Australia (“Adobe”) is taking progressive steps to assist employees during significant life events. These leave benefits are intended to allow employees paid-time off to bond with their child before returning to work. These benefits are available to eligible Adobe employees only.

1. Adobe Primary Caregiver Leave

1.1 Eligibility

- (A) Full-time and part-time Regular employees are eligible who:
 - (1) Will be the primary caregiver of a newborn or recently adopted child and
 - (2) Have worked for Adobe for at least 12 consecutive months when the leave starts and
 - (3) Have not received (or applied for) 16 weeks of Adobe paid non-primary caregiver leave (see below) and
 - (4) If the employee’s partner is (or has been) employed by Adobe, the partner has not applied for Adobe paid primary caregiver leave for the same child (including twins)
- (B) Adobe defines a primary caregiver as the parent who takes primary responsibility for care of the child during the typical Adobe work hours. An affidavit of care (statutory declaration) must be signed and returned stating that you will be the primary caregiver.
- (C) Employees who do not meet the eligibility requirement for the Adobe-paid primary caregiver leave may be eligible for statutory parental leave.

1.2 Entitlement

- (A) You are eligible for twenty-six (26) calendar weeks (182 calendar days) of Adobe-paid primary caregiver leave, which comprises of 18 weeks’ statutory maternity leave and 8 weeks’ additional leave
- (B) During the 26 weeks of Adobe-paid primary caregiver leave, you will be paid as follows:

- (1) Sales employees will be paid at 100% of Total Target Compensation. For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at the [WWFO Sales Compensation and Territory Site](#).
 - (2) Non-Sales employees will be paid at 100% of base salary. Your Annual Incentive Plan (AIP) bonus is unaffected for 182 days under Adobe's current practice. AIP bonus will be prorated from 183 days onward (should the employee decide to go on unpaid parental leave beyond the 182 days' Adobe-paid primary caregiver leave). Please review the [AIP policy](#) for more details.
 - (3) This pay is inclusive of the government Parental Leave Pay (PLP).
- (C) Additional primary caregiver leave will commence immediately upon the expiry of the 18 weeks of statutory maternity leave.
 - (D) The twenty-six (26) calendar weeks are inclusive of rest days, off days, Company shutdowns and public holidays.
 - (E) You may start your leave up to 6 weeks before the expected birth date (or earlier if your manager agrees).
 - (F) If the leave is adoption-related, you must start your leave period on the placement of the child.
 - (G) You must take your primary caregiver leave in one continuous block. If you choose to return to work before your 26 week entitlement ends, your Adobe-paid primary caregiver leave will cease and you will forfeit any remaining weeks. Please note – under the National Employment Standards (NES), you require Adobe's consent to shorten your period of parental leave (and you must communicate this to your manager and ERC at least 1 month before your revised leave end / return to work date).
 - (H) After Adobe paid primary caregiver leave ends, you may choose to commence unpaid parental leave. Under the NES, eligible employees are entitled to 12 months of unpaid parental leave. The 26 weeks of Adobe paid primary caregiver leave plus any additional paid time off that you have taken (or will take) plus keeping in touch days (see below), will be deducted from your total unpaid parental leave entitlement. For example, in the 52 weeks (12 month) period from the date of birth, you may take 26 weeks of Adobe paid primary caregiver parental leave, followed by 4 weeks of annual leave, 1 week of keeping in touch days, leaving 21 weeks of unpaid parental leave.
 - (I) You are entitled to 10 keeping in touch days whilst on unpaid parental leave. They can be taken as ½ day or full day increments and they do not need to be taken consecutively.
 - (J) Employees who have taken 12 months of unpaid parental leave (inclusive of Adobe primary caregiver leave, other paid leave and keeping in touch days) may request up to 12 months' additional unpaid leave. This extra leave is referred to as "extended leave" and if approved, must commence immediately after your first period of leave ends. The total period of parental leave (including extended leave) taken cannot exceed 24 months after the date of birth or placement of your child.

2. Adobe Non-Primary Caregiver Leave

2.1 Eligibility

- (A) Full-time and part-time Regular employees are eligible who:
 - (1) Will not be the primary caregiver of a newborn or recently adopted child;
 - (2) Has worked for Adobe for at least 12 consecutive months when the leave starts;

- (3) Has not received (or applied for) 26 weeks of Adobe paid primary caregiver leave (see above) and
 - (4) If the employee's partner is (or has been) employed by Adobe, the partner has not applied for Adobe paid non-primary caregiver leave for the same child (including twins)
- (B) Employees who do not meet the eligibility requirement for Adobe-paid non-primary caregiver leave may be eligible for statutory parental leave.

2.2 Entitlement

- (A) You are eligible for sixteen (16) weeks (112 calendar days) of Adobe-paid non primary caregiver leave, which comprises of 2 weeks' statutory Dad and Partner leave and 14 weeks' additional leave
- (B) During the 16 weeks of Adobe paid non-primary caregiver leave, you will be paid as follows:
 - (1) Sales employees will be paid at 100% of Total Target Compensation. For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at the [WWFO Sales Compensation and Territory Site](#).
 - (2) Non-Sales employees will be paid at 100% of base salary. Your Annual Incentive Plan (AIP) bonus is unaffected for 182 days under Adobe's current practice. AIP bonus will be prorated from 183 days onward. Please review the [AIP policy](#) for more details.
 - (3) This pay is inclusive of the government Parental Leave Pay (PLP).
- (C) Additional non-primary caregiver leave will commence immediately upon the expiry of the 2 weeks of statutory Dad and Partner leave.
- (D) The sixteen (16) calendar weeks are inclusive of rest days, off days, Company shutdowns and public holidays.
- (E) If the leave is adoption-related, you must start your leave period on the placement of the child.
- (F) Adobe paid non-primary caregiver leave can be taken as two blocks of 8 weeks each. Each 8 week block must be taken in one continuous time frame of at least 30 calendar days. Any remaining days will be forfeited if you wish to take less than your 8 week entitlement in each block.
- (G) Adobe-paid non-primary caregiver leave may be taken at any time after the birth of the child but both blocks of 8 weeks must be completed within 12 months of the birth. If the leave is adoption-related, you must start your leave period on the placement of the child but must be completed within 12 months of the placement of the child. If you do not utilize your non-primary caregiver leave during such period, your Adobe-paid non primary caregiver leave will expire, and you will forfeit any remaining days.
- (H) The 16 weeks of Adobe paid non-primary caregiver leave is deducted from your total unpaid parental leave entitlement of 12 months under the NES.

3. Benefits During Primary / Non-Primary Caregiver Leave

- 3.1 After the birth or adoption of your child, enroll your child as a dependent in the group medical insurance policy with [GU Health](#).

- 3.2 While on primary caregiver or non-primary caregiver leave, you will maintain the same insurance benefits coverage you have as an active employee (subject to plan provisions), for up to 12 months of parental leave (inclusive of primary or non-primary caregiver leave, annual leave, unpaid leave, Keeping in Touch days, etc.). After 12 months, your insurances will cease (alternatively you may wish to remain on coverage at your own cost). If you do not return to work after your leave, these insurance benefits will cease as of the last day of your leave.
- 3.3 You continue to accumulate any type of paid leave while you are on primary caregiver or non-primary caregiver leave. This includes paid leave such as annual leave and sick leave. No leave is accrued whilst you are on unpaid parental leave.

4. Initiating Primary And Non-Primary Caregiver Leave and Returning to Work

4.1 Primary caregiver leave

- (A) You must inform your manager **at least 10 weeks**, before starting your primary caregiver leave. You should provide as much notice as possible to give your manager more time to plan for your absence.
- (B) You should work out an arrangement with your manager on how and when you intend to take the leave.
- (C) You can submit your application for primary caregiver leave on Workday along with a signed affidavit (statutory declaration) confirming you are the primary caregiver. This should be done **at least 30 days** before the start of your primary caregiver leave.
- (D) You are responsible for enrolling your child for medical insurance benefits within 30 days after the birth or adoption. You should send a notification to GU Health **3 months before** the expected birth / adoption and follow up within 30 days after the birth or adoption to ensure your child is covered.
- (E) You should contact your manager and ERC **at least 1 month** prior to the scheduled end date of your leave to confirm your return to work date. If there are any changes to your return to work date, you must notify your manager of the new return to work date as soon as possible.

4.2 Non-primary caregiver leave

- (F) You must inform your manager **at least 10 weeks** before starting your non-primary caregiver leave. You should provide as much notice as possible to give your manager more time to plan for your absence.
- (G) You should work out an arrangement with your manager on how and when you intend to take the leave.
- (H) You can submit your application for non-primary caregiver leave on Workday along with the birth certificate or adoption certificate to your manager for approval **at least 30 days** before the start of your non-primary caregiver leave.
- (I) You are responsible for enrolling your child for medical insurance benefits within 30 days after the birth or adoption. You should send a notification to GU Health **3 months before** the expected birth / adoption and follow up within 30 days after the birth or adoption to ensure your child is covered.

- (J) You should contact your manager and **ERC at least 1 month** prior to the scheduled end date of your leave to confirm your return to work date. If there are any changes to your return to work date, you must notify your manager of the new return to work date as soon as possible.

5. General

5.1 Additional documentation and certification may be required for verification purposes.

5.2 Employees who:

- (A) fail to return within three days of the specified return to work date;
- (B) accept other employment (including self-employment) for compensation while on leave, or
- (C) Are found to have falsified any information about the leave, including dates and reasons for the leave,

will be subject to disciplinary action, which may include immediate termination of employment.

5.3 The leave benefits provided by Adobe under this policy are more favorable than what is required under local laws. Please be informed these additional benefits are provided at the sole discretion of Adobe. Adobe reserves the right to review, revise, or terminate, any of the benefits from time to time in its sole discretion.

Document History

Version	Issue Date	
1.0	March 2016	- Document origination
2.0	May 2016	- Updated the non-primary caregiver leave from one continuous block to two blocks of 2 weeks.
3.0	May 2017	- Process updated
4.0	March 2019	-Change Non Primary Caregiver Leave from 4 to 16 weeks
5.0	November 2020	-Aligned policy with rest of APAC. Minor policy amendments.