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.

**Statutory Parental Leave**

The National Employment Standards ("NES") provides up to 12 months of unpaid parental leave for an employee on the birth or adoption of a child. It equates to approximately 260 working days' unpaid parental leave for an employee who works five days per week during a 12 month period. The employee's spouse (including a former spouse) or the employee's partner (whether of the same or different sex) ("Partner") is also entitled to up to 12 months of unpaid parental leave.

An employee may request up to a further 12 months of unpaid parental leave less any unpaid parental leave taken by their Partner.

Unpaid parental leave comprises birth related leave (whether for the person giving birth or their Partner) and adoption related leave. To be entitled to unpaid parental leave, the person taking the leave must have 12 months' continuous service with their employer, amongst other conditions under the NES. Casual employee is only eligible to take unpaid parental leave if they are a long term casual employee with a reasonable expectation of continuing employment on a regular and systematic basis.

The Federal Government's National Paid Parental Leave scheme ("PPL scheme") provides eligible primary carers of newborn or adopted children with 18 weeks' pay at the national minimum wage. For an employee who ordinarily works five days per week, it equates to up to 90 days of paid parental leave.

The PPL scheme was extended to working fathers and partners (including same sex partners of the primary carer) who are on leave to care for a newborn child or adopted child with two weeks' pay at the national minimum wage ("Dad and Partner Pay"). It equates to 10 days' paid parental leave for employees who ordinarily work five days per week. Dad and Partner Pay can be received at any time in the first year after the child is born or adopted, if the father or partner is on leave or not working while receiving the payment.

- **Both parents taking parental leave at the same time**

An employee and their Partner may take up to 8 weeks unpaid parental leave at the same time. This is called 'concurrent leave.'

Concurrent leave starts:

- on the birth or placement of the child
- earlier than this date, if the employer agrees or
- later than this date, but the concurrent leave has to be taken within 12 months of the birth or placement of the child.

Concurrent leave may be taken in separate periods. Each period has to be at least 2 weeks long, however, an employer may agree to shorter lengths.

Concurrent leave is part of an employee's total unpaid parental leave entitlement of 12 months. This means that any concurrent leave taken by an employee is deducted from their total parental leave entitlement.

Under the NES, if you are planning to take concurrent leave, you need to provide at least 10 weeks' notice to your manager for your first period of concurrent leave. For second and later periods, you need to provide at least 4 weeks’ notice.
Both parents taking unpaid parental leave at different times

An employee and their Partner (“Employee Couple”) may each take a separate period of up to 12 months unpaid parental leave. The combined leave cannot be for more than 24 months. Any concurrent leave (as discussed above) or “keeping in touch days” taken are deducted from this overall entitlement.

In relation to birth related leave, if the pregnant employee takes unpaid parental leave first, her leave must start on the birth of the child or up to 6 weeks before the expected birth (or earlier if their employer agrees).

If the employee who isn't pregnant takes unpaid parental leave first, it has to start on the birth of the child.

If the leave is adoption related, one parent has to start their leave period on the date of placement of the child.

In the case of birth related leave and adoption related leave, the leave has to be taken in a single continuous period. This means the second member of the Employee Couple has to start their unpaid parental leave the next working day after the leave ends of the first member of the Employee Couple.

Adobe Paid Primary Caregiver Parental Leave

Eligibility

Full time and part time employees of Adobe are eligible for 26 weeks of Adobe paid primary caregiver parental leave where the following conditions are met:

- the employee is (or will be) the primary caregiver of a newborn or recently adopted child;
- the employee has worked for Adobe for at least 12 months when the leave starts;
- the employee has not received (or applied for) 16 weeks of Adobe paid non-primary parental leave (see below); and
- if the employee’s Partner is (or has been) employed by Adobe, the Partner has not applied for Adobe paid primary caregiver parental leave for the same child (including twins).

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 must be signed and returned stating that you will be the primary caregiver.

Adobe paid parental leave is subject to the terms and conditions of this policy.

Entitlement

You are eligible to be paid for twenty six (26) calendar weeks of Adobe paid primary caregiver parental leave at 100% of your base salary (Total Target Compensation (TTC) for commissioned employees). This pay is inclusive of the 18 weeks of Parental Leave Pay funded by the Federal Government under the PPL Scheme.

The twenty six (26) calendar weeks are inclusive of public holidays. The period of 26 weeks of Adobe paid primary caregiver parental leave is deducted from your total unpaid parental leave entitlement of 12 months under the NES.

If you return to work at any point earlier than the twenty six (26) weeks, your Adobe paid primary caregiver parental leave will cease and you will forfeit any remaining weeks. Under the NES, you require Adobe’s consent to shorten your period of parental leave.

You can take your Adobe paid primary caregiver parental leave immediately before or after any type of paid or unpaid leave (including unpaid parental leave under the NES) to which you may be entitled, provided that the Adobe paid parental leave must be taken in a continuous period. For example, in the S2 week period from the date
of birth, you could take 26 weeks of Adobe paid primary caregiver parental leave, then 4 weeks of annual leave and then 22 weeks of unpaid parental leave.

Keep in mind that the 26 weeks of Adobe paid primary caregiver parental leave plus any additional paid time off that you have taken (or will take) will be deducted from your total unpaid parental leave entitlement of 12 months under the NES.

Adobe Paid Non-Primary Caregiver Parental Leave

Eligibility

Full time and part time employees of Adobe are eligible for 16 weeks of Adobe paid non-primary caregiver parental leave where the following conditions are met:

- the employee is not (or will not be) at any time the primary caregiver of a newborn or recently adopted child;
- the employee has worked for Adobe for at least 12 months when the leave starts;
- the employee has not received (or applied for) 26 weeks of Adobe paid primary caregiver parental leave (see above); and
- if the employee's Partner is (or has been) employed by Adobe, the Partner has not applied for Adobe paid non-primary caregiver parental leave for the same child (including twins).

Adobe paid non-primary caregiver parental leave is subject to the terms and conditions of this policy.

Entitlement

You are eligible for sixteen (16) weeks (80 working days) of Adobe non-primary caregiver parental leave at 100% of your base salary (TTC for commissioned employees). This pay is inclusive of the 2 weeks of Dad and Partner Pay funded by the Federal Government under the PPL Scheme.

The 80 working days are inclusive of public holidays. Adobe paid non-primary caregiver parental 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. These 16 weeks of Adobe paid non-primary caregiver parental leave is deducted from your total unpaid parental leave entitlement of 12 months under the NES.

You may take this leave concurrently with your Partner. These 16 weeks of Adobe paid non-primary caregiver parental leave are deducted from your total unpaid concurrent parental leave entitlement of 8 weeks under the NES.

If you return to work at any point earlier than the sixteen (16) calendar weeks or less than eight (8) calendar weeks if you choose to take this leave in two blocks, your Adobe paid non-primary caregiver parental leave will cease and you will forfeit any remaining days. Under the NES, you require Adobe's consent to shorten your period of parental leave.

Benefits during a Parental Leave

- After the birth or adoption of your child, enroll your child as a dependent in your group medical insurance policy by sending an email to ERC and adding the dependent information on Workday.

- While on Parental Leave, you will maintain the same insurance benefits coverage you have as an active employee (subject to plan provisions), for the full duration of the parental leave. If you do not return to work with Adobe following your absence on parental leave, these insurance benefits will cease as of the last of day of your parental leave.
You do not accumulate any type of paid leave while you are on unpaid parental leave. This includes paid leave such as annual leave or personal/carer’s leave.

**Initiating a Parental Leave, Returning to Work and Reinstatement**

1. You should send a notification to GU 3 months before the expected birth/adoPTION to ensure your child is covered.

2. You should give notice to your manager at least 10 weeks before starting the parental leave. This notice needs to be in writing, and say how much parental leave you want to take, including the starting and finishing dates. If you can't give 10 weeks' notice, you need to provide as much notice as possible.

3. You should confirm your parental leave dates with your manager at least 4 weeks before the start date. If there have been any changes to the dates, you should tell your manager or ERC as soon as possible. If you cannot provide 4 weeks' notice, you need to provide as much notice as possible.

4. When you complete your parental leave, you are entitled to your pre-parental leave position or if that position no longer exists, any available position for which you are qualified and suited nearest in status and pay to your pre-parental leave position.

5. You must contact your manager and ERC no later than 5 workdays prior to the scheduled end date of the leave to confirm your scheduled return to work date.

After you commence parental leave, you may extend your leave period once by advising Adobe in writing at least 4 weeks before the last day of your planned leave period. You must include your new end date, noting that your total period of leave (including any annual or other leave taken with your parental leave) cannot exceed 12 months.

Once your parental leave has started, you can only reduce your period of leave by agreement with Adobe. If you take all of your available parental leave, you may request up to 12 months’ additional unpaid leave (less any parental leave taken by your Partner if applicable). 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.

Additional documentation and certification may also be required. Failure to return within three days of the specified return to work date, accepting other employment (including self-employment) for compensation while on leave, or falsifying any information about the leave, including dates and reasons for the leave, will be considered grounds for termination.

**Document History**

<table>
<thead>
<tr>
<th>Version</th>
<th>Issue Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>March 2016</td>
<td>- Document origination</td>
</tr>
<tr>
<td>2.0</td>
<td>May 2016</td>
<td>- Updated the non-primary caregiver leave from one continuous block to two blocks of 2 weeks.</td>
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<tr>
<td>3.0</td>
<td>May 2017</td>
<td>- Process updated</td>
</tr>
<tr>
<td>4.0</td>
<td>March 2019</td>
<td>- Change Non Primary Caregiver Leave from 4 to 16 weeks</td>
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