



## Time Off Program for Canada Employees

All employees of Adobe Systems Canada Inc. are entitled to a periods of time off. This program outlines the principles and rules governing time off. It applies to all fulltime and part-time employees of Adobe Systems Canada Inc.

You are eligible for Adobe's Time Off Program these programs your first active day at work, as long as you are normally scheduled to work at least 20 hours per week. If you work less than 20 hours per week, you are not eligible for Adobe's Time Off Program; however you will be provided with the minimum vacation entitlements based on where you are employed as outlined under the *Employment Standards Act of Ontario, Labour Standards Act of Quebec, British Columbia Employment Standards Act, and Alberta Employment Standards Code*.

### Vacation

Canadian employees will accrue up to twenty (20) days of vacation time each calendar year. The approval and scheduling of such time off will be subject to manager approval. Advance notice of the need for vacation time off is required. All Sales commission earning employee will have an end of year "true up" in order to compare the employee's base salary rate against 4% of Total Targeted Compensation for the purposes of calculating vacation earnings.

The vacation year begins January 1<sup>st</sup> and ends December 31<sup>st</sup>. Vacation leave is expected to be taken within the year in which it is earned. **Vacation leave may be taken before it is earned, up to a maximum of ten (10) days.** In the event that employment with Adobe terminates for any reason, an employee will authorize Adobe to deduct from an employee's compensation any remaining amount of borrowed vacation days used but not yet accrued, as authorized by law.

Each Canadian employee and his/her manager are required to submit information regarding his/her use of vacation time using Workday.. If an employee fails to return to work following the use of vacation time without his/her manager's approval, his/her employment with Adobe will terminate for job abandonment. If an illness occurs during the vacation time, employees are not eligible for sick leave unless special circumstances prevail; i.e. an accident which required a hospital stay.

Upon termination of employment at Adobe Systems Canada Inc., earned, but unused vacation time is automatically paid out to the employee.

### Vacation Accrual

If you are a regular full-time employee, you accrue 5.76923 hours of vacation time per pay-period. If you are a regular, part-time employee scheduled to work less than 37.5 hours per week, you will accrue vacation time per the guidelines on a pro-rated basis. Your vacation accrual and deductions will be pro-rated. You will accrue vacation at the percentage of time you work per week—based on a standard 37.5-hour workweek. For example:

- If you work 22.5 hours/week, you would accrue vacation time at 60%
- If you work 30 hours/week you would accrue vacation time at 80%.

$$22.5 \div 37.5 = 60\%$$

$$30 \div 37.5 = 80\%$$

### Scheduling and Submitting Your Vacation

When scheduling your vacation, give your manager as much notice as possible. Adobe will make every reasonable effort to accommodate your request, but all vacation is subject to approval. This means your requested time off may be postponed if your manager deems it necessary due to approval of his/her manager, which approval may be granted or withheld based upon various relevant factors including the needs of the business, your work performance, your ability to meet work commitments and duties and the amount of time off you've taken previously. Also you must submit your vacation time off through Workday before you take it (in advance rather than after you return).

Submit your vacation time as follows:

- If you are an **exempt** employee, you report vacation time off through Workday. Select the Time Off and Leave worklet from your Workday homepage > Select the Request Time Off option > And enter the dates. You must take time off in 7.5 hour increments (a full day) or 3.75 hour increments (a half day).
- If you are **non-exempt** employee, you must report vacation time off on your timecard through Workday. The minimum increment of time off you may take is 3.75 hours (a half day).

For your convenience, you can find your vacation balance in Workday. Your paycheque and will reflect the hours of vacation you were paid.

Adobe reserves the right to require employees to use vacation during certain periods, such as Company closures.

## Sick Time Off

Paid Sick time off may be used when the employee is (a) ill, injured, or receiving medical care or treatment, or (b) caring for a family member. Adobe will provide Canada employees with five (5) days of paid sick time per year. Employees will earn sick leave credits at a rate of 1.442307 hours per pay period for a total of five (5) days per year.

Sick Time does not accumulate when an employee is on long-term disability or other periods of unpaid leave. Part-time employees earn sick leave credits on a pro rata basis. Any unused unpaid sick time will not be paid out upon termination. **Adobe may, in its sole discretion, elect to allow Canada employees to "borrow" up to five days of paid sick time if they have no paid sick time available.** Any "unearned" paid sick time balance shall be repaid immediately upon an employee's termination of employment for any reason. Otherwise, any sick time off taken in excess of an employee's paid sick time will be unpaid time off, although an employee who has used up all of his/her sick time may be eligible for short and or long-term disability benefits pursuant to Adobe's separate STD and/or LTD policies. Employees who are taking sick time off (paid or unpaid) must inform their manager of that fact no later than the time they are scheduled to start work that day. If an employee fails to return to work following his/her use of approved sick time off without his/her manager's approval, his/her employment with Adobe will terminate for job abandonment.

### ***Sick Time Accrual***

If you are a regular full-time employee, you accrue 1.442307 hours of sick time per pay-period. If you are a regular, part-time employee scheduled to work less than 37.5 hours per week, you will accrue sick time per the guidelines on a pro-rated basis. Your sick time accrual and deductions will be pro-rated. You will accrue sick time at the percentage of time you work per week—based on a standard 37.5-hour workweek. For example:

- If you work 22.5 hours/week, you would accrue sick time at 60%
- If you work 30 hours/week you would accrue sick time at 80%.

$$22.5 \div 37.5 = 60\%$$

$$30 \div 37.5 = 80\%$$

### ***Taking and Submitting Sick Time Off***

If you need to take Sick Time Off you must inform your manager of that fact no later than the time you are scheduled to start work that day. This will allow your manager time to make the arrangements necessary to work around your absence. Also immediately upon your return, you must submit Sick Time through Workday.

Submit your Sick Time as follows:

- If you are an **exempt** employee, you must report sick time off through Workday. Select the Time Off and Leave worklet from your Workday homepage > Select the Request Time Off option > Enter the dates. You must take time off in 7.5 hour increments (a full day) or 3.75 hour increments (a half day).
- If you are **non-exempt** employee, you must report sick time off on your timecard. The minimum increment of time off you may take is 3.75 hours (a half day).

For your convenience, you can find your Sick Time balance in Workday. Your paycheque and will reflect the hours of Sick Time you were paid.

### ***Use of Sick Time During a Medical Leave***

If you become ill and are placed under a doctor's care and need to take more than five consecutive days of sick time off, you must apply for Short-Term Disability (STD) benefits. Approved STD days will not be deducted from your vacation or sick balance (beyond the first five consecutive business days). If you are out of work due to an illness, injury or pregnancy, you may use your accrued vacation time to supplement any STD benefits you are receiving, bringing your benefits to full pay. If you would like to do this, contact the Employee Resource Center at [erc@adobe.com](mailto:erc@adobe.com).

You can initiate a leave of absence request through Workday. Select the Time Off and Leave worklet from your Workday homepage > Select the Request Leave of Absence option > Enter the dates and Leave Type. For more details regarding STD benefits, see the "**Your Disability Benefits**" section of the Canada Rewards Handbook. For information about medical and other leaves of absence, see "**Leaves of Absence**" section of the Canada Rewards Handbook.

## Company Break Periods and Holidays

Adobe Systems intends to close its offices for two extended break periods each year - Summer and Winter. These company break periods will include paid holidays (including any statutory holidays). During these breaks, the Company may require you to use vacation days for any days not paid out as a holiday. These vacation days will be automatically deducted from the employee's vacation balance. (If there is no balance available, it will be deducted from future vacation time.) Exact holiday and vacation days will vary from year to year due to the changes in the calendar dates; however, the company will make every effort to publish the days of leave in advance at [benefits.adobe.com](https://benefits.adobe.com) > [Vacation & paid holidays](#).

If an employee is unable to take time off during a scheduled company break period for any business reason, his/her manager will work with the employee to arrange alternative additional time off for the employee, subject to business needs.

**Holidays** – Canada employees will be paid their base salary on all company holidays. Please visit [benefits.adobe.com](https://benefits.adobe.com) > [Vacation & paid holidays](#) for a complete list of holidays.

*If a holiday falls on a Saturday, it may or may not be eligible for an alternate business day off. If a holiday falls on a Sunday, it will generally be observed on the following Monday. In either case, Adobe will follow the Public Holiday legislation as set out by the Ontario Employment Standards Act, Labour Standards Act of Quebec, British Columbia Employment Standards Act, and Alberta Employment Standards Code. If you are a reduced work week employee, your regularly scheduled business days will determine your eligibility for Public Holiday pay as set out by the Ontario Employment Standards Act, Labour Standards Act of Quebec, British Columbia Employment Standards Act, and Alberta Employment Standards Code. Please contact the Employee Resource Center at [erc@adobe.com](mailto:erc@adobe.com) should you have any questions on how this is calculated. If you are asked to work on a Public Holiday you will be compensated under the Act governing your provincial Public Holiday legislation. Please speak with your benefit administrator and/or your payroll administrator for more information.*

**Part Time Employees** – All part-time Canada employees will be eligible to participate in this program based upon their regular part-time salary. (For example, during a week of vacation time or a shutdown week, a part-time Canada employee will be paid his/her regular weekly part-time base salary.)

## Important Note:

Adobe reserves the right to modify this time off program for Canada employees at any time and for any reason as determined by Adobe management in its sole discretion. Notwithstanding anything contained in this time off program, employees whose attendance or work performance is unsatisfactory in any way will be subject to appropriate disciplinary action up to and including termination of their employment with Adobe.