



Adobe Canada Leaves of Absence

Adobe recognizes that circumstances occur from time to time that may require employees to take leave from work. A leave of absence is generally defined as any approved absence from work for a specific reason, other than vacation or sabbatical.

Adobe has designed leave of absence policies to help employees balance work, medical and family needs, and to comply with applicable provincial employment standards legislation. Where local employment standards and/or human rights legislation provides for additional leaves of absence, Adobe will provide those entitlements as required under legislation. Adobe also provides non-statutory benefits to Canadian employees, such as Personal Leave, Adobe Pregnancy Leave Benefits, and Adobe Parental Leave Benefits.

Details on each type of leave are provided starting below. Please be aware that your benefits may be affected while on a leave of absence; for details, please refer to the individual benefit plan document.

Adobe Pregnancy Leave Benefits

Provincial employment standards legislation provides that qualifying employees may take unpaid pregnancy leave, during which employees may collect employment insurance benefits. Further information on unpaid leave entitlements in each province can be accessed here:

[Alberta](#)

[British Columbia](#)

[Nova Scotia](#)

[Ontario](#)

[Quebec](#)

Adobe Pregnancy Leave Benefits are intended to provide employees who give birth with paid time off to prepare for and recover from childbirth. Adobe offers Pregnancy Leave Benefits to eligible employees during statutory pregnancy leave.

Who is Eligible?

Canadian employees who qualify for pregnancy leave under local employment standards legislation, and who collect Employment Insurance (EI) benefits (or if you are in Quebec, Quebec Parental Insurance Plan (QPIP) benefits), are eligible for up to 10 weeks of Pregnancy Leave Benefits. To be eligible, the following conditions must be met:

- a) the employee is collecting EI or QPIP pregnancy benefits, or undergoing a waiting period in respect of those benefits, during the period in which Pregnancy Leave Benefits will be paid; and
- b) the employee is eligible for, and taking, statutory pregnancy leave during the period for which Pregnancy Leave Benefits are paid.

Employees who receive Adobe Pregnancy Leave Benefits are also eligible to receive Adobe Parental Leave Benefits, as defined below.

How Adobe Pregnancy Leave Benefits Work

During pregnancy leave, eligible employees will receive a "top-up" employment benefit calculated as follows:

- a) For sales employees, the difference between:
 - i. 100% of their Total Target Compensation; and
 - ii. the sum of their weekly EI or QPIP pregnancy benefits (and any other supplemental income benefits provided by a provincial government) for a period of up to 10 weeks.

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](#).

- b) For non-sales employees, the difference between:
 - i. 100% weekly base salary; and
 - ii. the sum of their weekly EI or QPIP pregnancy benefits (and any other supplemental income benefits provided by a provincial government) for a period of up to 10 weeks.

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.

EI and provincial benefits are subject to government guidelines. Employees should inquire directly with [Service Canada](#) and [Employment and Social Development Canada](#) to obtain information about their individual EI entitlements or the [QPIP](#) website about their QPIP entitlements. Employees are only eligible to receive Adobe Pregnancy Leave Benefits during a time-period in which they are eligible for, and taking, statutory pregnancy leave. These 10 weeks are inclusive of rest days, off days, Company shutdowns and public holidays.

If there is an EI or QPIP "waiting period" prior to collecting EI or QPIP benefits, Adobe will pay the employee's full, regular weekly base salary during that period.

Submitting an Adobe Pregnancy Leave Benefits Request

You will need to notify your manager and submit your Adobe Pregnancy Leave Benefits request through Workday (Workday>Time Off and Leave>Request Leave of Absence) at least 4 weeks prior to starting your leave. If an emergency precludes you from providing this notice, please notify the Employee Resource Center (erc@adobe.com) immediately.

El and provincial benefits are subject to government guidelines. Employees should inquire directly with [Service Canada](#) and [Employment and Social Development Canada](#) to obtain information about their individual entitlements or the [QPIP](#) website about their QPIP entitlements.

Returning to Work from Pregnancy Leave

You will need to notify your manager at least 4 weeks prior to your return to work and submit your return from leave through Workday (Workday>Time Off and Leave>Request Return from Leave of Absence).

Adobe Parental Leave Benefits

Adobe Parental Leave Benefits are intended to provide employees with paid time off to bond with their child following that child's birth or adoption.

Adobe offers Parental Leave Benefits to eligible employees during statutory parental leave (see further details above).

Who is Eligible?

Canadian employees who qualify for parental leave under local employment standards legislation are eligible for up to **16 weeks** of Parental Leave Benefits.

To be eligible, the following conditions must be met:

- the employee must be collecting El or QPIP parental benefits or undergoing a waiting period in respect of those benefits, for the period in which Parental Leave Benefits will be paid; and *
- the employee must be eligible for, and taking, statutory parental leave during the period for which Parental Leave Benefits are paid.

** If there is an El or QPIP "waiting period" prior to collecting El or QPIP benefits, Adobe will pay the employee's full, regular weekly base salary during that period*

How Adobe Parental Leave Benefits Work

Eligible employees will receive, during statutory parental leave, a "top-up" employment benefit calculated as follows:

- a) For sales employees, the difference between:
 - i. 100% of their Total Target Compensation; and
 - ii. the sum of their weekly El or QPIP pregnancy benefits (and any other supplemental income benefits provided by a provincial government) for a period of up to 10 weeks.

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](#).

- b) For non-sales employees, the difference between:
 - i. 100% weekly base salary; and
 - ii. the sum of their weekly EI or QPIP pregnancy benefits (and any other supplemental income benefits provided by a provincial government) for a period of up to 10 weeks.

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.

Unless otherwise required under applicable human rights legislation, the Adobe-paid parental leave must be taken in one continuous block of at least 30 calendar days. Any remaining days will be forfeited if you wish to take less than your full entitlement of 16 weeks.

The 16 weeks are inclusive of rest days, off days, Company shutdowns and public holidays.

EI and provincial benefits are subject to government guidelines. Employees should inquire directly with [Service Canada](#) and [Employment and Social Development Canada](#) to obtain information about their individual entitlements or the [QPIP](#) website about their QPIP entitlements.

Submitting an Adobe Parental Leave Benefits Request

You will need to notify your manager and submit your Adobe Parental Leave Benefits request through Workday (Workday>Time Off and Leave>Request Leave of Absence) at least 2 weeks prior to starting your leave. If an emergency precludes you from providing this notice, please notify the Employee Resource Center (erc@adobe.com) immediately.

Returning to Work from Parental Leave

You will need to notify your manager at least 4 weeks prior to your return to work and submit your return from leave through Workday (Workday>Time Off and Leave>Request Return from Leave of Absence).

Personal Leave

If you want to take time away from Adobe for personal reasons, you may request a Personal Leave. The first step you should take is to discuss your desire for a Personal Leave with your manager and if your manager supports your request, you should then proceed with the administrative steps required to request a Personal Leave.

Please note: If you request time off for fewer than 30 consecutive calendar days, do not apply for a Personal Leave of Absence. Instead, obtain approval from your manager for the time off and submit your time off through Workday (Request Time Off (exempt) or Timecard (non-exempt)) prior to taking the time off

Who Is Eligible?

Requests for Personal Leave are reviewed on a case-by-case basis and are approved at the discretion of your management team. Generally, decisions will be based on the reason for leave, length of leave, the employee's position and duties, business requirements during the leave, and the employee's work history and performance.

How Personal Leave Works

If your request for a Personal Leave is granted, you may take from one to six months of unpaid leave. Extensions of up to an additional six months may also be granted.

If approved, you may take a Personal Leave so that you have the time you need for educational pursuits, extended vacations, or other personal reasons. You may use your accrued Vacation Time during an approved Personal Leave. If you are taking Personal Leave to address a medical issue, please refer to benefits.adobe.com/ca with respect to income replacement options such as short-term disability or long-term disability benefits. Adobe is committed to accommodating employees with disabilities.

During your Personal Leave, you should stay in touch with your manager, and let your manager know how to contact you. If Adobe needs to fill your position or your employment status changes, the Company will attempt to contact you to discuss your options.

Submitting a Personal Leave Request

After obtaining approval from your manager, you must submit your Personal Leave request through Workday (Workday>Time Off and Leave>Request Leave of Absence) at least 60 days before your leave is to begin. If the need for the Personal Leave could not be predicted, you should request your leave as soon as possible before you take Personal Leave.

If you have questions, contact the Employee Resource Center at erc@adobe.com.

Returning to Work from a Personal Leave

You will need to notify your manager at least 4 weeks prior to your return to work and submit your return from leave through Workday (Workday>Time Off and Leave>Request Return from Leave of Absence).

Adobe cannot guarantee that your current job, or a similar position with Adobe, will be available when you return from your Personal Leave; however, Adobe will assist you with an internal job search in anticipation of your return. You must contact the Employee Resource Center at least two weeks before your Personal Leave expires to begin this process. If you are unable to find a suitable position upon your return from a Personal Leave, your employment with Adobe will end. If, while you are on a Personal Leave, you accept a position with another company, you will be considered to have voluntarily resigned, and your employment with Adobe will end.

If you do not return to work on the first business day following the expiration of an approved Personal Leave, you will be considered to have voluntarily resigned, and your employment with Adobe will end.

Military Leave

Who Is Eligible?

All employees will be granted military leave if they are called for active duty in the Canadian Armed Forces or if they participate in reserve training.

How the Leave Works

If you take a leave for purposes of serving in the Canadian Armed Forces, or for reserve training, you must give Adobe reasonable, advance notice of the start and end of your military service.

Upon completion of your duty, you must return to Adobe within a reasonable period of time, which depends on the length of your military service. If your period of service is between 1 and 30 days, you must report to work at Adobe on your next regularly scheduled workday. For periods of military service between 31 and 180 days, a reasonable period is 14 days; for periods of service that exceed 180 days, a reasonable period is up to 90 days following completion of service.

Applying for a Military Leave

Submit your Military Leave request through Workday (Workday>Time Off and Leave>Request Leave of Absence) at least 4 weeks in advance of the leave unless an emergency precludes advance notice. Be sure to submit a copy of your orders, and if possible, the duration of your leave.

Pay While on a Military Leave

For the first six months of duty, Adobe will continue 100% of your base pay less any military pay you are eligible to receive. After six months, your pay from Adobe will stop.

Returning to Work from a Military Leave

You will need to notify your manager at least 4 weeks prior to your return to work and submit your return from leave through Workday (Workday>Time Off and Leave>Request Return from Leave of Absence).

Upon your return, Adobe will reinstate you to your former position, if it still exists, with the same benefits and wages, that you would have been entitled to if you had been continuously employed during that period of military leave. If your former position no longer exists, you will be reinstated to a comparable position, if a comparable position exists, with equal seniority, pay and benefits to your former position. Adobe will provide reasonable training to refresh or update your skills, in an effort to help you transition back to reinstatement.

Other Details about Adobe's Military, Pregnancy and Parental Leave Benefits

Adobe is firmly committed to upholding your statutory right to reinstatement following the conclusion of your pregnancy leave, military leave and/or parental leave. Nevertheless, there are exceptional circumstances in which employment can end before, during, or upon the completion of such a leave. In that case, you will be provided with "top up benefits" only to the extent required under applicable legislation.

Other Leaves Required by Provincial Laws

Alberta

In addition to the leaves provided above by Adobe, Adobe also provides employees with all leaves of absence to which they are entitled under applicable provincial legislation. For example, Alberta currently provides various unpaid statutory leaves including but not limited to Compassionate Care Leave and Jury Duty Leave. Please visit the [Alberta Employment Standards](#) website for the most up to date and complete information. Further unpaid leaves of absence may also be provided for under the Alberta Human Rights Act.

British Columbia

In addition to the leaves provided above by Adobe, Adobe also provides employees with all leaves of absence to which they are entitled under applicable provincial employment standards legislation. For example, British Columbia currently provides various unpaid statutory leaves including but not limited to Compassionate Care Leave, Family Responsibility Leave, Jury Duty Leave, Bereavement Leave and Reservists' Leave. Please visit the [British Columbia Employment Standards](#) website for the most up to date and complete information. Further unpaid leaves of absence may also be provided for under the Human Rights Code.

Nova Scotia

In addition to the leaves provided above by Adobe, Adobe also provides employees with all leaves of absence to which they are entitled under applicable provincial employment standards legislation. For example, Nova Scotia currently provides various unpaid statutory leaves including but not limited to Bereavement Leave and Court Leave, Compassionate Care Leave, Sick Leave, Reservist Leave and Emergency Leave. Please visit the [Nova Scotia Provincial Government](#) website for the most up to date and complete information. Further unpaid leaves of absence may also be provided under the Human Rights Act.

Ontario

In addition to the leaves provided above by Adobe, Adobe also provides employees with all leaves of absence to which they are entitled under applicable provincial employment standards legislation. For example, Ontario currently provides various unpaid statutory leaves including but not limited to Emergency Leave, Organ Donor Leave, Family Caregiver Leave, Critically Ill Child Care Leave, Crime-Related Child Death or Disappearance Leave, Personal Emergency Leave, Family Medical Leave and Reservist Leave. Please visit the [Ontario Ministry of Labour](#) website for the most up to date and complete information. Further unpaid leaves of absence may also be provided for under the Human Rights Code.

Quebec

In addition to the leaves provided above by Adobe, Adobe also provides employees with all leaves of absence to which they are entitled under applicable provincial employment standards legislation. For example, Quebec currently provides various unpaid statutory leaves including but not limited to Family Obligations Leave, Suicide or Death Leave, and Wedding or Civil Union Leave, and Sickness or Accident Leave. Please visit the [CNESST website](#) for the most up to date and complete information. Further unpaid leaves of absence may also be provided for under local human rights legislation.

Applying for Other Leaves Required by Provincial Laws

You must inform your manager and your benefit administrator that you will require a statutory leave of absence. If possible, you must provide this notice as far in advance of your leave or as soon as reasonably possible under the circumstances. You must also submit your leave request through Workday (Workday>Time Off and Leave>Request Leave of Absence) in advance of the leave unless an emergency precludes advance notice. If you need assistance, contact the Employee Resource Center at erc@adobe.com.

Returning to Work from Other Leaves Required by Provincial Laws

You will need to notify your manager at least 4 weeks prior to your return to work, or as required by applicable provincial legislation, and submit your return from leave through Workday (Workday>Time Off and Leave>Request Return from Leave of Absence).