



## India Parental Leave (Maternity and Paternity) Policy

Adobe Systems India Private Limited ("Adobe") is taking progressive steps to assist employees during significant life events through company-paid time for maternity and paternity leaves. These leave benefits are intended to allow employees paid - time off to bond with their child before returning to work. These policies are available to eligible Adobe employees.

### 1. ADOBE MATERNITY LEAVE

#### 1.1 Eligibility

- (A) Adobe's permanent female employee who:
  - (1) delivers a baby (i.e. birth mother) or
  - (2) legally adopts a child (i.e. adoptive mother) or
  - (3) is a commissioning mother. Commissioning mother means a biological mother who uses her egg to create an embryo implanted in any other woman (i.e. child born through surrogacy).
  
- (B) The minimum service requirement for employees to be eligible for this benefit is 80 days. Employees who do not meet the eligibility requirement for the Adobe-paid Maternity leave are eligible for statutory maternity leave

#### 1.2 Maternity Leave

- (A) You are eligible for a total of **twenty-six (26) calendar weeks** of maternity leave. This benefit is applicable to you for the birth/ adoption of any number of children (i.e. not limited to 2 children).
  - (1) **For birth mother** – you may start your leave up to eight (08) calendar weeks before the expected date of delivery. If you have not started your leave prior to the delivery date, the maternity leave will start from the day the child is born.
  - (2) **For adoptive and commissioning mother** – your maternity leave starts from the date the child is handed over to you, as the case may be.
  
- (B) Sales employees will be paid at 100% of TTC (Total Target Cash). For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at [WWFO Sales Compensation and Territory Site](#).  
Non-sales employees will be paid at 100% of base salary. Your 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.
  
- (C) The twenty-six (26) calendar weeks are inclusive of any rest days, weekends, off days, shutdown days and public holidays etc.
  
- (D) Maternity leave would begin on the date requested by you (as mentioned in clause 1.2 (A)) and must be taken in one continuous block.
  
- (E) Adobe will not adjust your sabbatical leave date (if applicable) unless the leave exceeds one year of duration. If employee wishes to take sabbatical before the maternity leave, please contact the Employee Resource Centre via the New [Support Center](#).



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### 1.3 Other Leaves

- (A) **Miscarriage leave** – In the event of a miscarriage, a minimum of 30 calendar days up to 6 weeks of paid leave will be granted immediately following a miscarriage. Employee is not eligible for maternity leave in this case.
- (1) Sales employees will be paid at 100% of TTC (Total Target Cash). For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at [WWFO Sales Compensation and Territory Site](#).  
Non-sales employees will be paid at 100% of base salary. Your 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..
- (B) **Leave for illness arising out of pregnancy** – You will be eligible for an extended maternity leave in case of an illness due to any of the following reasons - pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation.
- (1) In such cases you would be eligible for a maximum of one month (30 calendar days) paid leave in addition to maternity, miscarriage leave and is available solely for the purposes of catering to the condition of illness. This leave would be granted subject to production of prescribed documents.
- (2) Prescription with recommendation of leave upon evaluation of the health condition from a registered medical practitioner which is subject to validation by Adobe's onsite doctor(s) **is must** in support of any extension of leave beyond the maternity leave on medical grounds.
- (3) This leave can be taken during pregnancy or after delivery of the child. It does not need to be taken consecutively with the maternity leave. If taken after the delivery of the child, this leave must be taken before the child turns one year of age.
- (C) Sales employees will be paid at 100% of TTC (Total Target Cash). For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at [WWFO Sales Compensation and Territory Site](#).  
Non-sales employees will be paid at 100% base salary. Your 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.
- (D) Adobe will not adjust your sabbatical leave date (if applicable) unless the leave exceeds one year of duration. If employee wishes to take sabbatical before the maternity leave, please contact the Employee Resource Centre via the New [Support Center](#).
- (E) Employee having two or more than two surviving children will be entitled to 26 weeks of maternity leave (which includes the statutory maternity leave of twelve weeks and illness arising out of pregnancy leave of 30 calendar days if applicable) i.e. no additional leave would be provided.



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### 2. ADOBE PATERNITY LEAVE

#### 2.1 Eligibility

- (A) Adobe's permanent male employee who
  - (1) Has had/ going to have a newborn child (i.e. birth father) or
  - (2) Legally adopts a child (i.e. adoptive father)
  - (3) Commissioning father
- (B) The minimum service requirement for employees to be eligible for this benefit is 80 days.
- (C) For employees who do not meet the minimum service requirement of 80 days, you may use your PTO.

#### 2.2 Paternity Leave

- (A) You are eligible for **eight (8) calendar weeks** of paid paternity leave which are inclusive of any rest days, weekends, off days, shutdown days and public holidays etc.
- (B) Adobe-paid paternity leave must be taken as one continuous block with a minimum of 30 calendar days and must be completed within six months of the birth or adoption of the child. If you wish to take less time off, you should utilize your PTO.
- (C) If you voluntarily return to work at any point earlier than the eight (8) calendar weeks, the leave benefit will cease, and the remaining days will be forfeited.
- (D) Sales employees will be paid at 100% of TTC (Total Target Cash). For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at [WWFO Sales Compensation and Territory Site](#).  
Non-sales employees will be paid at 100% base salary. Your 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.
- (E) Adobe will not adjust your sabbatical leave date (if applicable) unless the leave exceeds one year of duration. If employee wishes to take sabbatical before the paternity leave, please contact the Employee Resource Centre via the New [Support Center](#) to discuss your specific situation.

### 3. BENEFITS DURING MATERNITY/ PATERNITY LEAVE

- (A) After the birth or adoption, enroll your child as a dependent in your group medical insurance policy within 45 days (day one is date of birth) by visiting the [MediAssist portal](#).
- (B) While on parental leave (maternity or paternity), we will maintain the same benefits coverage you have as an active employee (subject to plan provisions), for the full duration of the leave. If you do not return from leave, these benefits will cease as of the last of day of your leave.
- (C) You will continue to accumulate any type of paid leave while you are on parental leave (maternity or paternity). This includes paid leave such as annual leave, sick leave and casual leaves.



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### 4. INITIATING MATERNITY AND PATERNITY LEAVE, AND RETURNING TO WORK

#### 4.1 Maternity

- (A) You must inform your manager **at least 60 days**, before starting your maternity leave. You should provide as much notice as possible to give your manager more time to plan for your absence. If you wish to take Sabbatical before or immediately after the maternity leave, you need to inform your manager with a minimum notice period of 60 days.
- (B) You should work out an arrangement with your manager on how and when you intend to take the leave.
  - (1) If the need for leave is not foreseeable, you must request the leave as far in advance as reasonably practical (generally the same day or next day after you became aware of the need for leave)
  - (2) In case of emergency, you (or a representative) must notify your manager or please contact the Employee Resource Centre via the New [Support Center](#) as soon as practical.
- (C) You can submit your application for maternity leave on [Workday](#) along with your doctor's certification of the expected date of delivery or relevant document for adoption, **at least 60 days** before the start date of your maternity leave.
- (D) You are responsible for enrolling your child for medical insurance benefits **within 45 days** after the birth or adoption. You will need to complete the insurance enrollment via the [MediAssist portal](#).
- (E) You are required to enter your return to work information on Workday no later than 7 working days prior to the scheduled end date of your leave. Follow the steps described [here](#). Unless you complete this step, you will officially continue to show on leave of absence.
- (F) If there are any changes to the scheduled date, you must notify your manager and Employee Resource Center of the new return to work date as soon as possible. Additional documentation and certification may be required.

#### 4.2 Paternity

- (A) You must notify your manager at least 60 days before starting your paternity leave. If you wish to take Sabbatical before or immediately after the paternity leave, you need to inform your manager with a minimum notice period of 60 days.
- (B) You should work out an arrangement with manager on how and when you intend to take the leave
  - 1. If the need for leave is not foreseeable, you must request the leave as far in advance as reasonably practical (generally the same day or next day after you became aware of the need for leave).
  - 2. In case of emergency, you (or a representative) must notify your manager or please contact the Employee Resource Centre via the New [Support Center](#) as soon as practical.
- (C) You can submit your application for paternity leave, along with the birth certificate or letter of intent to adopt, to your manager for approval on [Workday](#).



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- (D) You are responsible for enrolling your child for medical insurance benefits **within 45 days** after the birth or adoption. You will need to complete the insurance enrollment via [MediAssist portal](#).
- (E) You are required to enter your return to work information on Workday no later than 7 working days prior to the scheduled end date of your leave. Follow the steps described [here](#). Unless you complete this step, you will officially continue to show on leave of absence.
- (F) If there are any changes to the scheduled date, you must notify your manager and Employee Resource Center via the New Support Center of the new return to work date as soon as possible. Additional documentation and certification may be required

### 5. GENERAL

- 5.1 Additional documentation and certification may be required for verification purposes.
- 5.2 Employees who fail to return within three days of the specified return to work date, accept other employment (including self-employment) while on leave, or are found to have falsified any information about the leave, including dates and reasons for the leave, will be considered grounds for termination.

### Document History

Version	Issue Date	
1.0	November 2017	- Document origination
2.0	May 2017	Revised per new Maternity Act effective April 1, 2017
2.1	June 2017	Allow Sabbatical to be taken after Maternity leave
2.2	August 2017	Clarified Illness arising out of pregnancy
2.3	September 2020	Revised as per Enhanced Paternity Leave effective Oct 1, 2020