

FAQs for India Parental Leave (Maternity and Paternity)

1. Can I return to work early from parental leave (maternity or paternity)?

For employees on maternity leave, the statutory minimum maternity leave is six weeks from the date of delivery. If you voluntarily choose to return after completing the statutory minimum maternity leave of six weeks but before the exhaustion of the Adobe-paid maternity leave, the remainder leave shall lapse from the date of return to work.

For employees on paternity leave, the minimum paternity leave is 30 calendar days. If you return voluntarily before the 8-week benefit ends, the remaining leave shall be forfeited.

2. What will be my maternity leave entitlement if I already have 2 children?

Employee having two or more than two surviving children will be entitled to 26 weeks of maternity leave (which is inclusive of the statutory maternity leave of twelve weeks and illness arising out of pregnancy leave of 30 calendar days if applicable) No additional leave would be provided.

3. I am an adopting mother what is my leave entitlement?

The adoptive mother will be eligible for 26 weeks of Adobe-paid maternity leave and the adopted child's age should be under 18 years of age (or over 18 years of age if they are physically or mentally incapable of caring for themselves).

4. I am a commissioning mother what is my leave entitlement?

The commissioning mother will be eligible for 26 weeks of Adobe-paid maternity leave.

5. Can I avail other time-off (e.g. PTO) before starting my parental leave (maternity or paternity)?

Yes, you can utilize other time-off such as PTO or Sabbatical before the start or after the maternity/ paternity is completely exhausted. However, once the child is born/ handed over to you, the maternity/ paternity leave will kick in and you will need to exhaust it before availing any other leaves.

6. How are my commissions calculated, if I am a commissionable employee, during paid parental leave (maternity or paternity)?

For sales employees, you will be paid at 100% of TTC (Total Target Cash) to the extent provided for by the applicable parental leave policy. 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.

7. How is my AIP calculated, if I am a non-sales employee, during parental leave (maternity or paternity)?

For non-sales employees, 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.

8. Can I take the 8 weeks paternity leave in parts or does it have to be availed in one continuous block?

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. In order to fully avail the entire paternity leave of 8 weeks, you would have to start the paternity leave latest by four months of the birth or adoption of the child.

9. Will I be given an option to avail paternity leave either pre or post birth/adoption of the child?

Paternity leave is to be availed post the birth or adoption (i.e. upon receiving the custody) of the child and cannot be used before.

10. The maternity leave policy is applicable for all children (not limited to 2), will this clause be applicable to enhanced paternity leave policy?

Yes, employee would be eligible for a total of 8 calendar weeks of paternity leave. This leave duration also applies to a male employee having two or more than two surviving children.

11. My paternity leave has been extended due to COVID-19 situation, am I eligible to be covered under the enhanced paternity leave policy?

No, you will not be covered under enhanced paternity policy.

However, if your leave has been extended due to COVID-19, you can avail it anytime till 31st December 2020 (based on the previous entitlement of 10 business days). For example, if leave was to expire in May 2020 but due to COVID-19 it got extended till 31st December 2020 then you will be allowed to avail 10 days of paternity leave anytime till 31st December 2020.

12. The current expiry date for paternity leave is 6 months post the birth of the child, will this continue for the enhanced policy as well? Will we get extension due to COVID-19?

The rule of availing paternity leave within 6 months of birth or adoption of child continues.

In case of unavoidable circumstances like COVID-19, we will decide based on the situation if any extension is required.

13. I have already availed paternity leave in 2020 (before the enhancements came into effect i.e. 1st Oct 2020), will I be eligible for the taking the remaining days as per the enhanced policy benefit?

As a one-time exception, employees who have had a child between July – September, 2020 would also be eligible for the enhanced paternity leave. Meaning, if you have already availed 10 days, you can plan to take the remaining time off and if not utilized it yet, you can avail the entire 8 weeks, per the specifications in the policy document. Kindly inform your manager at least 60 days, before starting your leave.

Please ensure that the child's date of birth entered on Workday to avail paternity leave and that on the Medibuddy Portal (for medical insurance) are aligned. Regular audits would be conducted, and any discrepancies/ false information provided will lead to disciplinary action (including termination of employment).

For everyone else, if you are currently on leave or your leave is extended due to COVID-19, the policy that was in place at the time of the birth or placement of your child prevails.

14. Are we associated with any of the day care provider for all our offices locations?

We have two tie ups: Klay and Prakriti. Please visit this [page](#) on benefits.adobe.com for more details.