

Japan Maternity & Paternity Leave Program Guideline

Adobe Japan (“Adobe”) is taking progressive steps to assist employees during significant life events. Effective January 1, 2021 Adobe will offer eligible employees enhanced company-paid time for Maternity and Paternity Leave. These leave benefits are intended to allow employees paid-time off to bond with their child before returning to work. These benefits are available to eligible employees.

1. Adobe Maternity Leave

1.1 Eligibility

- (A) Female employees who:
 - (1) are having a baby (i.e., birth mother) or who are adopting a child under 18 years of age (i.e., adoptive mother), and
 - (2) have been in continuous employment with Adobe for at least 12 consecutive months immediately prior to the expected birth date of the child or the placement of the child.
- (B) Employees who do not meet the eligibility requirement for the Adobe-paid Maternity leave may be eligible for statutory maternity leave.

1.2 Entitlement

- (A) You are eligible for twenty-six (26) calendar weeks of Adobe-paid maternity leave, which comprises of 14 weeks’ statutory maternity leave and 12 weeks’ additional maternity leave, which, you will be paid as follows:
 - (1) Sales employees will be paid at 100% of Total Target Compensation. 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](#).
 - (2) Non-Sales employees will be paid at 100% of base salary. Your Annual Incentive Plan (AIP) bonus is unaffected for 182 days under Adobe’s current practice. AIP bonus will be prorated from 183 days onward (should the employee decide to go on unpaid leave beyond the 182 days’ Adobe-paid maternity leave). Please review the [AIP Policy](#) for more details.
 - (3) This pay is inclusive of any insurance funding received from TJK if available.
- (B) Additional maternity leave begins on the day after statutory maternity leave ends.
- (C) The twenty-six (26) calendar weeks are inclusive of rest days, off days, company shutdowns and public holidays.

- (D) You may start your leave up to 6 weeks before the expected birth (or earlier if Adobe agrees) and must be taken continuously upon the birth. If the leave is adoption related, you have to start your leave period on the date of placement of the child.
- (E) The leave must be fully utilized within 6 months of the placement of the child.
- (F) You must take your maternity leave in one continuous block. If you choose to return to work at any point after the expiry of the statutory maternity leave but before the end of the additional maternity leave, your Adobe-paid maternity leave will cease and you will forfeit any remaining weeks.

2. Adobe Paternity Leave

2.1 Eligibility

- (A) Regular male employees who:
 - (1) are having a newborn or who are adopting a child under 18 years of age, and
 - (2) have been in continuous employment with Adobe for at least 12 consecutive months immediately prior to the expected birth date of the child or the placement of the child.
- (B) Employees who do not meet the minimum service requirement of 12 consecutive months may use their annual time off or apply for the statutory unpaid childcare leave.

2.2 Entitlement

- (A) You are eligible for sixteen (16) weeks (112 calendar days) of Adobe-paid paternity leave which will be paid as follows:
 - (1) Sales employees will be paid at 100% of Total Target Compensation. 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](#).
 - (2) Non-Sales employees will be paid at 100% of base salary. Your Annual Incentive Plan (AIP) bonus is unaffected for 182 days under Adobe's current practice. AIP bonus will be prorated from 183 days' onward (should the employee decide to go on unpaid leave beyond the 182 days' Adobe-paid paternity leave). Please review the [AIP Policy](#) for more details.
- (B) The Adobe-paid paternity leave must be taken in one continuous block of at least 30 calendar days and any remaining days will be forfeited if you wish to take less than your full entitlement of 16 weeks.
- (C) The sixteen (16) calendar weeks are inclusive of rest days, off days, Company shutdowns and public holidays.
- (D) Adobe-paid paternity leave may be taken at any time after the birth of the child but must be completed within 6 months of the birth. If the leave is adoption-related, you have to start your leave period on the placement of the child but must be completed within 6 months of the placement of the child. If you do not utilize your paternity leave during such period, your Adobe-paid paternity leave will expire and you will forfeit any remaining days.

3. Statutory Childcare Leave

- 3.1 Female employees may take the unpaid childcare leave for the requested period up to the child reaches the age of full one year from the date following the date of expiration of the maternity leave.
- 3.2 Male employees may take the unpaid childcare leave for the requested period up to the child reaches the age of full one year.
- 3.3 Adobe follows the statutory leave benefits. Please refer to the Regulations on leave of absence for child-nursing and work for shortened hours before childbirth and for child-nursing.

4. Benefits During a Maternity/Paternity Leave

- 4.1 After the birth or adoption, enroll your dependent by filling out the "Employee Information Change Form" and the "Dependent Form" for medical insurance and tax purposes, and send the completed forms to [Employee Resource Centre](#). Please contact [Employee Resource Centre](#) for the required forms.
- 4.2 While on a Maternity 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 maternity leave. If you do not return to work with Adobe following your absence on maternity leave, these insurance benefits will cease as of the last of day of your maternity leave.
- 4.3 You continue to accumulate any type of paid leave while you are on maternity leave. This includes paid leave such as annual leave or sabbatical leave.

5. Initiating Maternity/Paternity/Childcare Leave, and Returning to Work

5.1 Maternity

(A) Before starting your maternity leave

- (1) It is requested that you should send a "mother's notebook" (母子手帳) issued by the municipal office to [Employee Resource Centre](#) before the start date of the maternity leave.
- (2) You should confirm your maternity leave dates with your manager **at least one month** before the start date. If there have been any changes to the dates, you should tell your manager as soon as possible. If you cannot provide one month notice, you need to provide as much notice as possible.
- (3) You should submit your application along with the "mother's notebook" (母子手帳) or the letter of intent to adopt in [Workday](#) for your manager approval.

(B) Before returning from your maternity leave

- (1) You should contact your manager **at least one month** prior to the scheduled end date of the leave to confirm your scheduled return to work date.
- (2) It is requested that you should send the "Request of Childcare Leave" form to your manager **at least one month** before starting the childcare leave.

If you have any questions or need to obtain required forms, please contact [Employee Resource Centre](#).

5.2 Paternity

- (A) You must notify your manager **at least 2 months** before starting your paternity leave.
- (B) You can submit your application for Paternity leave on Workday along with the birth certificate or adoption certificate to your manager for approval **at least one month** before the start of your paternity leave.
- (C) You should contact your manager and Employee Resource Centre **at least one month** prior to the scheduled end date of your leave to confirm your return to work date. If there are any changes to the scheduled date, you must notify your manager of the new return to work date as soon as possible.

5.3 Childcare

- (A) See clause 5.1 (B) (2) under Maternity.

6. General

6.1 Additional documentation and certification may be required for verification purposes.

6.2 Employees who:

- (A) fail to return within three days of the specified return to work date;
- (B) accept other employment (including self-employment) for compensation while on leave; or
- (C) are found to have falsified any information about the leave, including dates and reasons for the leave,

will be subject to disciplinary action, which may include immediate termination of employment.

6.3 The leave benefits provided by Adobe under this policy are more favorable than what is required under local laws. Please be informed that these additional benefits are provided at the sole discretion of Adobe. Adobe reserves the right to review and revise, or terminate any of the benefits from time to time in its sole discretion.

Document History

Version	Issue Date	
1.0	June 2016	- Document origination
2.0	April 2018	- Process update
3.0	December 2019	- Clarified salary definition for sales employees
4.0	December 2020	- Enhanced paternity leave to 16 weeks and increased the age of the eligible child for adoption to 18 years old