



Japan Maternity & Paternity Leave Program Guideline

ADOBE JAPAN CONFIDENTIAL

Adobe Japan ("Adobe") is taking progressive steps to assist employees during significant life events. Effective August 1, 2016 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 policies are available to eligible employees only and may be modified or canceled at the discretion of the Adobe.

Adobe Maternity Leave

Eligibility

Female employees (including regular and Adobe paid temps) who have worked for Adobe for at least 12 months and who are having a baby (i.e., birth mother) or who are adopting a child aged less than full one year (i.e., adoptive mother) are eligible.

Entitlement

You are eligible to be paid by Adobe for **twenty six (26) calendar weeks** at 100% of your base salary (Total Target Compensation (TTC) for commissioned employees). This pay is inclusive of any insurance funding received from TJK if available. In no event shall the employees receive more than 100% of their salary.

The twenty six (26) calendar weeks are inclusive of public holidays. 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.

If you return to work at any point earlier than the twenty six (26) weeks, your Adobe paid maternity leave benefits will cease and you will forfeit any remaining weeks.

You 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. Please refer to the Work Rules and the Regulations on leave of absence for child-nursing and work for shortened hours before childbirth and for child-nursing.

Adobe Paternity Leave

Eligibility

Regular male employees (including Adobe paid temps) who are having a newborn or who are adopting a child aged less than full one year are eligible.

Entitlement

You are eligible for **two (2) weeks (10 working days)** of Adobe paternity leave. For non-sales employees, 100% of base salary will be paid. For sales employees, 100% of base salary during the leave and commissions will continue to be paid in accordance with the Sales Compensation Plan. Please refer to Adobe's Commission Scheme and Leaves of Absence FAQs for questions.

The 10 working days are exclusive of public holidays. Adobe paid paternity leave should be taken as one continuous block and has to be taken within 6 months after the birth or placement of the child.



Japan Maternity & Paternity Leave Program Guideline

ADOBE JAPAN CONFIDENTIAL

If you return to work at any point earlier than the end of the two (2) weeks of Adobe paid paternity leave, your Adobe paid paternity leave will cease and you will forfeit any remaining days.

You may take the unpaid childcare leave for the requested period up to the child reaches the age of full one year. Please also refer to the Work Rules and the Regulations on leave of absence for child-nursing and work for shortened hours before childbirth and for child-nursing.

Benefits during a Maternity/Paternity Leave

- 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 Experience. Please contact Employee Experience for the required forms.
- 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.
- 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.

Adobe Childcare Leave

Adobe follows statutory. Please refer to the Regulations on leave of absence for child-nursing and work for shortened hours before childbirth and for child-nursing.

Initiating a Maternity/Paternity/Childcare Leave, Returning to Work and Reinstatement

Maternity

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 Experience 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.

Before returning from your maternity leave

4. 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.
5. When you complete your maternity leave, you are entitled to your pre-maternity leave position or if that position no longer exists, any available position for which you are qualified and suited nearest in status and pay to your pre- maternity leave position.
6. 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 Experience.



Japan Maternity & Paternity Leave Program Guideline
ADOBE JAPAN CONFIDENTIAL

Paternity

1. You should confirm your paternity leave dates with your manager before the start date. If there have been any changes to the dates, you should tell your manager as soon as possible.
2. You should submit your application along with the birth certificate or the letter of intent to adopt in [Workday](#) for your manager approval.

Childcare

See step 6 of the above under Maternity.

Disclaimer

Additional documentation and certification may also be required. Failure to return within three days of the specified return to work date, accepting other employment (including self-employment) for compensation while on leave, or falsifying any information about the leave, including dates and reasons for the leave, will be considered grounds for termination.

Any discrepancies between this Guideline and Work Rules (with the exception of the amount of leave granted and payment during said leave), the Work Rules will prevail.

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