



## FAQs for Japan Maternity and Paternity Enhancements

*Effective August 1, 2016*

Adobe Japan is taking progressive steps to assist employees during significant life events. Effective August 1, 2016, Adobe will offer Japan benefits-eligible employees additional company-paid time for Maternity and Paternity Leave. Please refer to the Adobe Japan Maternity & Paternity Leave Program Guidelines for further details.

### Maternity Leave

**1. What are the Maternity Leave enhancements?**

Adobe is enhancing the Maternity Leave from current fourteen weeks (14) government paid to 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.

**2. Who is eligible for this new Maternity Leave benefit?**

Female employees (including regular and Adobe paid temps) who have worked for Adobe for at least 12 months and who are having a baby or adopting a child younger than age 1 are eligible.

**3. What if I am not eligible for Adobe funded Maternity Leave?**

Employees who do not meet the eligibility criteria at the start of their leave may not receive the Adobe funded Maternity Leave pay but may still be eligible for the statutory Maternity Leave.

**4. How does the Adobe funded Maternity Leave impact the statutory Maternity Leave?**

If you are utilizing the Adobe funded Maternity Leave, you will not be able to apply for the statutory Maternity Leave. Please note this Adobe paid leave is taxable.

However, you can still apply for the government funded Child Care Leave immediately after the expiration of your Maternity Leave if you would like to extend your time on leave. This government funded Child Care leave is not taxable.

Please note that the time off for child care leave will end when the child reaches 12 months of age (or 18 months subject to special condition).

**5. I am currently on Maternity Leave; how does this enhancement affect me?**

We will factor the amount of leave time you have already taken and extend your leave based on the balance remaining so that your total leave time does not exceed a total of 26 weeks. The extension of time must be continuous. We will not provide any retroactive pay. Please contact the Employee Experience team.



**6. I just came back from Maternity Leave, am I still eligible for this benefit?**

If your child is less than 6 months by August 1, 2016, please contact the Employee Experience team and we will assess your case accordingly.

**7. How do I request a Maternity leave?**

Please refer to the “Initiating a Maternity/Paternity/Childcare Leave, Returning to Work and Reinstatement” section of the Maternity and Paternity Leave guideline.

**8. Can I use my Paid Time Off (PTO) before and after Adobe Maternity Leave?**

Yes, you may use your accumulated PTO before and after your Adobe Maternity Leave subject to your manager’s approval. However, if you would like to also apply for unpaid childcare leave, you cannot use accumulated PTO *between* maternity leave and unpaid childcare leave. Unpaid childcare leave shall begin immediately after the date of expiration of the maternity leave.

**9. My sabbatical expires within the next year from the date of return from my Maternity Leave. How will it be handled as I cannot avail my sabbatical for the following year?**

Your sabbatical will be extended by the duration of your Maternity leave (i.e. 26 weeks if you avail the whole period) from the expiry date, giving you the opportunity to use your sabbatical.

**10. If I have a pregnancy-related medical situation and I must take time off from work, can I begin my Maternity Leave earlier than six weeks from my due date?**

Yes, you can. You will need to submit a certificate from your registered medical practitioner as a supporting document for this request. Please note your total leave time between your sick leave and the Maternity Leave cannot exceed a total of 26 weeks.

**11. Can I split my Maternity Leave and take it as I see fit?**

No, Maternity Leave should be taken as one continuous block of time and within 6 months post the birth/adoption date of the child. If you return to work at any point earlier than the 26 weeks, your leave benefit will cease and you will forfeit any remaining weeks.

**12. Do holidays extend my Maternity leave?**

No, if holidays occur during your leave, those days will run concurrently with your Maternity Leave.

**13. Does Company Shutdown extend my Maternity leave?**

No, Company shut down does not extend your Maternity Leave.

**14. What happens to my benefits during my Maternity Leave?**

While on a Maternity Leave, you will maintain the same insured benefits coverage you have as an active employee (subject to plan provisions), for the full duration of your leave.



**15. Upon return from my Maternity Leave, will I come back to the same role and position that I held before I went out on my Maternity Leave?**

When you complete your Maternity Leave, Adobe will reinstate you to the same or comparable position at the end of the leave in accordance with applicable law. We encourage you to speak with your manager to discuss your transition back to the office.

**16. I wish to adopt a child. What kind of leave can I avail?**

If you are adopting a child, Maternity Leave (26 weeks) will apply if you qualify as an adopting mother. If you qualify as an adopting father, Paternity leave (10 working days) will apply. Please note that your adopted child must be less than 1 year old in order for you to avail the Maternity or Paternity leaves.

**17. How does the enhanced Maternity Leave impact the ability to take child care leave?**

Time off to take child care leave ends when the child reaches 12 months of age (or 18 months subject to special conditions). To initiate a child care leave, you need to send the "Request of Childcare Leave" form to your manager at least one month before you anticipate starting the childcare leave.

## **Paternity Leave**

**18. What are the Paternity Leave enhancements?**

Effective August 1, 2016, Adobe is enhancing the Paternity Leave from the current 3 working days to 2 weeks (10 working days) to help fathers bond with their child.

**19. Who is eligible for this new Paternity Leave enhancement?**

All regular male employees (including Adobe paid temps) are entitled to Paternity Leave following the birth/adoption of the child.

**20. I am currently on Paternity Leave; how does this enhancement affect me?**

We will factor the amount of leave time you have already taken and extend your leave based on the balance remaining so that your total leave time does not exceed a total of 2 weeks (10 working days).

**21. I just came back from Paternity Leave, am I still eligible for this benefit?**

If your child is less than 6 months old by August 1, 2016, you are eligible to apply for the balance remaining so that your total leave time does not exceed a total of 2 weeks (10 working days).

**22. How do I request a Paternity leave?**

Please refer to the "Initiating a Maternity/Paternity/Childcare Leave, Returning to Work and Reinstatement" section of the Maternity and Paternity Leave guideline.

**23. Can I split my Paternity Leave and take it as I see fit?**

No, Paternity Leave should be taken as one continuous block of time and within six months post the birth/adoption date of the child.



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**24. Can I add on additional time off such as PTO or sabbatical to my Paternity Leave?**

Yes, you can take additional time off subject to your manager's approval.

**25. How does the enhanced Paternity Leave impact the ability to take child care leave?**

Time off to take child care leave ends when the child reaches 12 months of age (or 18 months subject to special conditions). To initiate a child care leave, you need to send the "Request of Childcare Leave" form to your manager at least one month before you anticipate starting the childcare leave.