Japan Benefits Summary - Paid Temp (Full Time)

Health Benefit

Medical
Adobe provides health insurance through a statutory plan with Tokyo Joho Sangyo Health Insurance association (TJK) and a supplementary plan with MetLife.

Statutory:
Medical check up (employee only). Medical expenses, outpatient and hospitalization, with 70/30 co-insurance. Major medical benefit where TJK will reimburse cost in excess of a maximum amount. Hospitalization meal support. Midwife expenses: JPY 450,000 per delivery. Funeral expenses: JPY 50,000 + one month of base salary.

Supplemental:
• JPY 5,000/day for hospitalization up to 120 days per hospitalization with no waiting period.
• Surgical benefits of JPY 50,000/100,000/200,000 depending on the surgery.
• Death benefit JPY 100,000.
• Cover up to age 89.

Dental
Statutory through TJK. Coverage includes some restrictions.

Vision
Statutory through TJK. Excludes contact lenses/glasses.

Employee Assistance Program (EAP)
The EAP, administered through Kanda-Higashi Clinic, provides awareness, education and confidential counseling assistance for a range of work/life issues, including stress management, relationship challenges, illness and life event changes (birth of a child, bereavement, job change, etc). The goal of the EAP is to improve the health and well being for you and your eligible family members. Specifically, the EAP provides Counseling Services, Baby Kit, Online Tools and Crisis Management. Visit the websites:
Kanda-Higashi Clinic: http://www.iomhj.com/mps/info.html

Wellness Program
Our wellness program, provided by Aetna, is personalized to help you set and achieve your health goals, from improving eating habits to maintaining a healthy lifestyle. You can have access to a health coach/counselor for up to six sessions per year. For more information, email ContactaCoach@wellness-assist.com or call toll-free 0800 170 3169. In addition, you can attend some internal wellness events such as Lunch & Learn session, group activities.

Financial Benefit

Retirement
• Statutory Government Welfare Pension Plan
• Supplemental Defined Contribution Plan (up to age 65)

Life & Accidental Disability Insurance
• Group life coverage is JPY 30,000,000
• Accidental Death coverage is JPY 10,000,000
• Cover up to age 75

Disability Insurance
• Long term disability coverage is 60 percent of monthly salary (maximum amount is JPY 1,500,000) to age 60.
• Cover up to age 60

Business Travel Accident Insurance
Adobe has a business travel insurance policy which provides you with three times your salary, up to a maximum of U.S. $500,000. The program pays benefits if you die or become disabled as a result of an accident while travelling on business for Adobe. The business travel insurance also includes a global medical program that covers any medical emergency for up to U.S. $250,000 per accident/emergency. No evidence of insurability is required for this insurance.
Japan Benefits Summary - Paid Temp (Full Time) (Cont.)

**Time Off**

**Public Holidays**
Adobe recognises officially published local public holidays. Refer to the Japan Holiday schedule on Inside Adobe for specific dates.

**Paid Annual Leave**
Leaves are granted on December 1 every year. Carry over for following year only, up to 40 days. After completed years of service:
- 1 year: 12 days
- 2 years: 14 days
- 3 years: 16 days
- 4 years: 18 days
- > 5 years: 20 days

Prorated if service less than one year:
- Hired January-May: 10 days
- Hired June-August: 6 days
- Hired September-November: 4 days
- Hired December: 10 days

**Sick Leave**
5 paid days per year. Unused days cannot carry over to following year.

Prorated if service less than one year:
- Hired January-March: 4 days
- Hired April-July: 3 days
- Hired August-November: 2 days
- Hired December: 4 days

**Maternity Leave**
Female employees who have worked for Adobe for at least 12 months and who are having a baby or who are adopting a child aged less than full one year are eligible for 26 calendar weeks at 100% of the base salary (Total Target Compensation (TTC) for commissioned employees). This pay is inclusive of any insurance funding received from TJK if available. The 26 calendar weeks are inclusive of public holidays.

**Paternity Leave**
Male employees who are having a baby or who are adopting a child aged less than full one year are eligible for 10 working days at 100% of the base salary (TTC for commissioned employees).

**Marriage Leave**
- 7 working days for your own marriage
- 3 working days for your child's marriage

**Bereavement Leave**
Employees may take up to four continuous weeks of paid time following the death of an immediate family member:
- Spouse/common law partner, parents, siblings and children
- Spouse/common law partner’s parents, siblings and children
- Grandparents
- Grandchildren.

**Childcare Leave**
Adobe follows statutory. 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.

**Special Leave**
Adobe provides special leave such as leave for work-related injury, job transfer and any special circumstances approved by manager. To learn more, visit https://benefits.adobe.com/jp/time-off/special-leave

**Other Benefits**

**Education Assistance Program**
To support employees in their pursuit of continuing education, Adobe’s Education Reimbursement Program will reimburse employees up to a maximum of $10,000 USD equivalent for tuition and books for courses, certificate programs and graduate programs that meet the program’s eligibility criteria.

**Language Training**
With manager’s approval, Adobe reimburses another JPY 20,000 per quarter for eligible classes (English) or training course.

**Wellness Reimbursement Program**
We want to help you and your immediate family members maintain a well-rounded, healthy lifestyle. We will reimburse you up to $550 USD per year for gym memberships, bike share memberships, fitness classes, massages, nutritional counseling and much more.
Japan Benefits Summary - Paid Temp (Full Time) (Cont.)

Entertainment Discount
Discounts on resorts and sport clubs are available through TJK.

Benefits One Program
Discounts on entertainment/按摩/food and drinks etc are also available through Benefits One Program: https://bs.benefit-one.co.jp/bseng/pages/bs/top/top.faces

Employee Purchase Program
Program enables employees to purchase Adobe software at discount prices.

Influenza Vaccination Support
Adobe subsidizes 50% of the cost of the flu vaccination every calendar year.

Health checkup
Make sure to take your annual health checkup each year from April to March per statutory requirement. The type of medical examination you need depends on your age. Adobe will reimburse you for expenses up to JPY5,400 per calendar year.

Congratulatory & Condolences allowance

Allowance
Adobe provides the following allowances for congratulatory and condolatory events:

- Marriage
  - Employee: JPY 50,000
  - Employee’s Child: JPY 10,000

- Child Birth
  - Employee: JPY 30,000
  - Employee’s wife: JPY 30,000

- Death
  - Employee: JPY 300,000
  - Employee’s spouse: JPY 100,000
  - Employee’s (step)parents, child: JPY 50,000
  - Employee’s/spouse’s grandparents: JPY 30,000

- Natural disaster
  - If your house is completely destroyed and you are the householder: JPY500,000
  - If your house is completely destroyed and you are not the householder: JPY200,000
  - If your house is partially destroyed and you are the householder: JPY300,000
  - If your house is partially destroyed and you are not the householder: JPY100,000