

Adobe Mexico Time Off and Leaves of Absence

Mexico Time Off

Below is an overview of the time off available to eligible employees. You are required to submit your planned time off through Workday before starting the time off. If you need assistance or are unable to enter your time off into Workday for any reason, immediately contact the Adobe Employee Resource Center ("ERC") for assistance at erc@adobe.com /+1-408-536-4357.

Time Off Type	Benefit	Eligibility	Where to Submit Time Off	Procedures and/or Documentation Requirements
Vacation	<ul style="list-style-type: none"> • Years 1-4: 12 days • Years 5-9: 14 days • Years 10-14: 16 days • Years 15-19: 18 days • Years 20-24: 20 days • Years 25-29: 22 days <p><i>(workdays, non-holidays)</i></p>	<ul style="list-style-type: none"> • Regular Full Time, Employees • Eligible upon date of hire and thereafter annually on anniversary date 	<ul style="list-style-type: none"> • Workday > Time Off and Leave > Request Time Off* • Select the days and then select the time off type from the drop box: Vacation Time Off 	<ul style="list-style-type: none"> • Discuss your planned time off with your manager to obtain approval and then submit your time off through Workday before you start your vacation. Your manager will be informed of your submission. • In accordance with Mexican laws, a 25% vacation premium is paid. Allow time for Payroll to process your vacation premium by submitting your vacation request well in advance of starting your vacation (30 days in advance recommended).
Paternity Time Off	<p>5 days</p> <p><i>(workdays, non-holidays)</i></p>	<p>Regular, Full Time Employees</p>	<ul style="list-style-type: none"> • Workday > Time Off and Leave > Request Time Off* • Select the days and then select the time of type from the drop box: Paternity Leave 	<ul style="list-style-type: none"> • You must provide a copy of your baby's birth certificate to your local Payroll representative at latam_ops@adobe.com. <p>Reminder about health benefits: If you need to cover your baby in health benefits, you must enroll him/her through Workday. (Workday > Benefits > Change Benefits > Choose the event type and event date and proceed through the workflow)</p>
Bereavement Time Off	<p>20 days</p> <p><i>(workdays, non-holidays)</i></p>	<p>Regular, full time employees</p>	<ul style="list-style-type: none"> • Workday > Time Off and Leave > Request Time Off* • Select the days and then select the time of type from the drop box: Bereavement 	<p>Adobe may ask you to provide documentation confirming your need for this type of time off. Upon request, you must provide the Company with such documentation.</p>

*If you are the Manager entering the time off for your employee, make sure you go to Workday > Team Time Off > Enter Time Off.

Mexico Leaves of Absence

Below is an overview of the leaves of absence available to eligible employees. You are required to submit your planned leave through Workday before starting your leave. If you need assistance or are unable to enter your leave into Workday for any reason, immediately contact the Adobe Employee Resource Center ("ERC") for assistance at erc@adobe.com /+1-408-536-4357.

Leave Type	Description	Eligibility	How to Request Leave of Absence	Procedures and/or Documentation Requirements
Medical Leave	Pay is by social security based on the social security cap called "salario de cotizacion (SBC)"	Regular, full time employees	<ul style="list-style-type: none"> • Workday > Time Off and Leave > Request Leave of Absence • Enter the first day of your leave • Enter your <u>estimated</u> last day of leave (REQUIRED) • Select your leave type from the drop box: Medical Leave <p>RETURNING FROM LEAVE: At the end of your leave, you must request your return from leave through Workday to be reactivated. Workday> Time Off and Leave > Request Return from Leave of Absence</p>	<ul style="list-style-type: none"> • In addition to submitting your leave through Workday, you should notify your manager about your planned absence. • Please also send a copy of your doctor's statement to your local Payroll representative at latam_ops@adobe.com and erc@adobe.com. You will be asked to complete or provide additional documents. Please provide upon request at the start and end of your leave. • When released to return to work, send a copy of your doctor's statement to LATAM_OPS@adobe.com and erc@adobe.com by or before your return to work date
Maternity Leave	<ul style="list-style-type: none"> • 84 calendar days excluding holidays (42 days before and 42 days after birth of baby) • Pay is by social security based on the social security cap called "salario de cotizacion (SBC)" 	Regular, full time employees	<ul style="list-style-type: none"> • Workday > Time Off and Leave > Request Leave of Absence* • Enter the first day of your leave • Enter your <u>estimated</u> last day of leave (REQUIRED) • Select your leave type from the drop box: Maternity Leave <p>RETURNING FROM LEAVE: At the end of your leave, you must request your return from leave through Workday to be reactivated. Workday> Time Off and Leave > Request Return from Leave of Absence</p>	<ul style="list-style-type: none"> • In addition to submitting your leave through Workday, you should notify your manager about your planned absence. • Please also send a doctor's statement to your local Payroll representative at latam_ops@adobe.com and erc@adobe.com. You will be asked to complete or provide additional documents. Please provide upon request. • You must provide a copy of your baby's birth certificate to your local Payroll representative at latam_ops@adobe.com. <p>Reminder about health benefits: If you need to cover your baby in health benefits, you must enroll him/her through Workday. (Workday > Benefits > Change Benefits > Choose the event type and event date and proceed through the workflow)</p>

The time off and leave information described in this document is designed to comply with statutory requirements. To the extent these benefits provide employees with time off or leave not required by applicable laws, Adobe provides the time off on a discretionary basis. If the country law provides greater or different leave rights than are stated in this document, Adobe will comply with applicable country law requirements for the employee in that country.