



Singapore Maternity and Paternity Leave Policy

ADOBE SINGAPORE CONFIDENTIAL

Adobe Singapore (“Adobe”) is taking progressive steps to assist employees during significant life events. Effective December 1, 2016 Adobe will offer eligible employees additional 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 Adobe employees only.

1. ADOBE MATERNITY LEAVE

1.1 Eligibility

- (A) Full-time and part-time female employees (including regular and Adobe paid temps) who are having a baby (i.e. birth mother) or who are adopting a child under one year of age (i.e. adoptive mother) are eligible.
- (B) There is no minimum service year requirement for employees to be eligible for the benefits under this policy.

1.2 Entitlement

- (A) You are eligible for **twenty-six (26) calendar weeks** of Adobe-paid maternity leave, which comprises of 16 weeks’ statutory maternity leave and 10 weeks’ additional maternity leave as follows:
 - (1) For the 16 weeks of statutory maternity leave, you will be paid the statutory maternity leave pay as provided under the Employment Act, or 100% of your salary (i.e. base salary for non-sales employees and Total Target Compensation (TTC) for sales employees), whichever is higher.
 - (2) For the additional 10 weeks of Adobe-paid maternity leave, you will be paid at 100% of your salary (i.e., base salary for non-sales employees and TTC for sales employees). In no event will the employees receive more than 100% of their salary.
- (B) Additional maternity leave will commence immediately upon the expiry of the 16 weeks of statutory maternity leave.
- (C) The twenty-six (26) calendar weeks are inclusive of rest days, off days and public holidays.
- (D) You may start your leave up to 4 weeks before the expected birth date (or earlier if your manager agrees).
- (E) If the leave is adoption-related, you have to start your leave period on 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 10 weeks of maternity leave, your Adobe-paid maternity leave will cease and you will forfeit any remaining weeks.
- (G) If you are an Adobe-paid temp employee, your maternity leave will cease on your last day of your contract end date.



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2. ADOBE PATERNITY LEAVE

2.1 Eligibility

- (A) Full-time and part-time male employees (including regular and Adobe-paid temps) who are having a newborn or who are adopting a child under one year of age are eligible.
- (B) There is no minimum service year requirement for employees to be eligible for the benefits under this policy.

2.2 Entitlement

- (A) You are eligible for **two (2) weeks (10 working days)** of paternity leave at 100% of your regular salary¹.
- (B) The 10 working days are exclusive of public holidays.
- (C) Paternity leave has to be taken within 12 months after the birth or placement of the child.
- (D) If the leave is adoption-related, you have to start your leave period on the placement of the child.
- (E) You must take your paternity leave in one continuous block. If you return to work at any point earlier than the end of the 10 working days, your paternity leave will cease and you will forfeit any remaining days.

¹Regular salary is defined as 100% of base salary for non-sales employees, and 100% of base salary + commission in accordance with the Sales Compensation Plan for sales employees. Please refer to Adobe's Commission Scheme and Leave of Absence FAQs for further information.

3. ADOBE SHARED PARENTAL LEAVE

- 3.1 Working mothers can share **up to four (4) weeks** of the 16 weeks statutory maternity leave with their spouse. *Note: Employees who use this leave are choosing to opt out of the additional 10 weeks of Adobe-paid maternity leave.*
- 3.2 Working fathers can currently apply to share up to **four (4) weeks** of their wife's 16 weeks of statutory maternity leave, subject to their wife's agreement. This will be paid at 100% of their regular salary.
- 3.3 Both parents can take maternity leave and shared parental leave at the same time.
- 3.4 You may work out an arrangement with your manager to take these 4 weeks on a flexible basis within 12 months after the birth of the child or the placement of the child.



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4. BENEFITS DURING MATERNITY/PATERNITY LEAVE

- 4.1 After the birth or adoption, enroll your child as a dependent in your group medical insurance policy by adding them to your policy via [My Adobe Benefits](#).
- 4.2 While on maternity/paternity 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 leave. If you do not return to work after your leave, these insurance benefits will cease as of the last of day of your leave.
- 4.3 You continue to accumulate any type of paid leave while you are on maternity/paternity leave. This includes paid leave such as annual leave or sick leave.

5. INITIATING MATERNITY, PATERNITY, SHARED PARENTAL LEAVE AND RETURNING TO WORK

5.1 Maternity

- (A) You must inform your manager **at least 1 week**, before starting your maternity leave. You should provide as much notice as possible so as to give your manager more time to plan for your absence.
- (B) You should work out an arrangement with your manager on how and when you intend to take the leave.
- (C) You can submit your application for maternity leave on the leave tracking tool along with your doctor's certification of the expected date of delivery or relevant document for adoption, **at least 1 week** before the start date of your maternity leave.
- (D) You are responsible for enrolling your child for medical insurance benefits **within 30 days** after the birth or adoption. You will need to enroll your child by adding them to your policy via the [My Adobe Benefits](#) portal.
- (E) You should contact your manager **at least 1 month** prior to the scheduled end date of your leave to confirm your return to work date. If there are any changes to your return to work date, you must notify your manager of the new return to work date as soon as possible.
- (F) 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.

5.2 Paternity

- (A) You must notify your manager before starting your paternity leave.



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- (B) You can submit your application for paternity leave on the leave tracking tool along with the birth certificate or the letter of intent to adopt to your manager for approval.
- (C) You are responsible for enrolling your child for medical insurance benefits **within 30 days** after the birth or adoption. You will need to enroll your child by adding them to your policy via the [My Adobe Benefits](#) portal.

5.3 Shared Parental Leave

- (A) You and your spouse will first have to discuss the arrangement with your respective employers. When an agreement has been reached, the mother can log on to the Shared Parental Leave Application System (SPLAS), which is available at the [Pro-family Leave website](#), to indicate her decision to allocate part of her statutory maternity leave to the father.
- (B) Both spouses will need to print out the confirmation letter from the website. Adobe will refer to this recorded allocated leave when considering maternity and shared parental leave applications by the female employee and her spouse respectively.
- (C) You will then need to submit the confirmation letter to your manager and [ERC](#) to confirm the allocation of the Shared Parental Leave. After that, you can then apply for the leave on the leave tracking tool.

6. GENERAL

- 6.1 Additional documentation and certification may be required for verification purposes.
- 6.2 Employees who fail to return within three days of the specified return to work date, accept other employment (including self-employment) for compensation while on leave, or 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.
- 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 those benefits that are more favorable than what the law requires are provided based on the sole discretion of Adobe. Adobe reserves the right to review and revise, including termination of, any of the benefits from time to time in its sole discretion.



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1.0	December 2016	- Document origination
2.0	December 2019	- Added "regular salary" definition