Singapore Maternity and Paternity Leave Policy
ADOBE SINGAPORE CONFIDENTIAL

Adobe Singapore ("Adobe") is taking progressive steps to assist employees during significant life events. Effective January 1, 2021 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 benefits are available to eligible Adobe employees only.

1. ADOBE MATERNITY LEAVE

1.1 Eligibility

(A) Full-time and part-time female Regular employees are eligible who:

(1) Are having a baby (i.e. birth mother) or who are adopting a child under 18 year of age (i.e. adoptive mother) and

(2) Have worked for Adobe for at least 3 consecutive months immediately prior to the expected birth date of the child or the placement of the child.

(B) Employees who do not meet the eligibility requirement for the Adobe-paid Maternity leave may be eligible for statutory maternity leave.

1.2 Entitlement

(A) You are eligible for **twenty-six (26) calendar weeks** (182 calendar days) of Adobe-paid maternity leave and this is inclusive of any statutory maternity leave.

(B) During the 26 weeks of Adobe-paid maternity leave, you will be paid as follows:

(1) Sales employees will be paid at 100% of Total Target Compensation. For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at the WWFO Sales Compensation and Territory Site.

(2) Non-Sales employees will be paid at 100% of base salary. Your Annual Incentive Plan (AIP) bonus is unaffected for 182 days under Adobe's current practice. AIP bonus will be prorated from 183 days onward (should the employee decide to go on unpaid leave beyond the 182 days' Adobe-paid maternity leave). Please review the AIP Policy for more details.

(3) (If the pay as provided under the Employment Act is greater than you would receive as per this policy for the 16 weeks' of statutory maternity leave, you will be compensated the higher amount.)

(4) This pay is inclusive of the government maternity leave subsidy

(C) The twenty-six (26) calendar weeks are inclusive of rest days, off days, Company shutdowns and public holidays.

(D) You may start your leave up to 4 weeks before the expected birth date (or earlier if your manager agrees) and you must utilize your Adobe-paid maternity leave within [12] months of the birth.

(E) If the leave is adoption-related, you have to start your leave period on the placement of the child and you must utilize your Adobe-paid maternity leave within [12] months of such placement

(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.

2. ADOBE PATERNITY LEAVE

2.1 Eligibility

(A) Full-time and part-time male Regular employees are eligible who:

(1) Are having a newborn or who are adopting a child under 18 year of age and

(2) Have worked at Adobe for at least 3 consecutive months immediately prior to the birth date of the child or the placement of the child.

(B) Employees who do not meet the eligibility requirement for Adobe-paid paternity leave may be eligible for statutory paternity leave

2.2 Entitlement

(A) You are eligible for **sixteen (16) weeks** (112 calendar days) of paternity leave and this is inclusive of any statutory paternity leave.

(B) During the 16 weeks of Adobe paid paternity leave, you will be paid as follows:

(1) Sales employees will be paid at 100% of Total Target Compensation. For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at the WWFO Sales Compensation and Territory Site.

(2) Non-Sales employees will be paid at 100% of base salary. Your Annual Incentive Plan (AIP) bonus is unaffected for 182 days under Adobe's current practice. AIP bonus will be prorated from 183 days onward. Please review the AIP Policy for more details.

(2) This pay is inclusive of the government paternity leave subsidy.

(C) The Adobe-paid paternity leave must be taken in one continuous block of at least 30 calendar days (inclusive of the statutory paternity leave of 4 weeks). Any remaining days will be forfeited if you wish to take less than your full entitlement of 16 weeks.

(D) The sixteen (16) calendar weeks are inclusive of rest days, off days, Company shutdowns and public holidays.

(E) Adobe-paid paternity leave may be taken at any time after the birth of the child but must be completed within [12] months of the birth. If the leave is adoption-related, you have to start your leave period on the placement of the child but must be completed within [12] months of the placement of the child. If you do not utilize your paternity leave during such period, your Adobe-paid paternity leave will expire, and you will forfeit any remaining days.

3. SHARED PARENTAL LEAVE (SPL)

3.1 Adobe's shared parental leave entitlements are in accordance at all times with the Ministry of Manpower(MOM) regulations . *Note: Employees who choose to avail the statutory shared parental leave scheme* will be deemed to be opting *out of the Adobe-paid Maternity and Paternity leave. In this case , only the statutory shared parental leave scheme will apply as per government guidelines .*

3.2 An employee can only elect to utilize their SPL entitlement once they have exhausted their own statutory maternity or paternity leave entitlement, as applicable.

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 the information on My Adobe Benefits.

4.2 Please refer to the Rewards Impact during LOA Document more about Rewards Impact during LOA Document to find out impact

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

5.1 General

Subject to the specific requirements of each type of leave set out below, you are encouraged to discuss your plans for taking maternity leave/paternity leave/SPL as far in advance as possible, to enable Adobe to make plans to cover your work during your absence and to keep your managers updated as your plans and the needs of your family evolve.

5.2 Maternity

(A) You must inform your manager **at least 2 months,** before starting your maternity leave. You should provide as much notice as possible 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 Workday along with the doctor's certification of the expected date of delivery or adoption certificate to your manager for approval **at least 30 days** before the start of your maternity leave.

(D) If your child is, or will be a Singapore citizen, please complete the relevant Government Declaration forms and return this to payroll.

(E) You are responsible for enrolling your child for medical insurance benefits **within 30 days** after the birth or adoption. You will need to complete the insurance enrollment via My Adobe Benefits. Late enrollment may result in no coverage for your child.

(F) You should contact your manager and ERC **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.

5.3 **Paternity**

(A) You must notify your manager at least **2 months** before starting your paternity leave.

(B) You can submit your application for paternity leave on Workday long with the birth certificate or adoption certificate to your manager for approval **at least 30 da**ys before the start of your paternity leave.

(C) If your child is, or will be a Singapore citizen, please complete the relevant Government Declaration and return this to payroll.

(D) You are responsible for enrolling your child for medical insurance benefits **within 30 days** after the birth or adoption. You will need to complete the insurance enrollment via My Adobe Benefits. Late enrollment may result in no coverage for your child.

(E) You should contact your manager and ERC **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.

5.4 **Shared Parental Leave**

(A) Shared parental leave entitlement will be in accordance with MOM Regulations.

(B) When an agreement has been reached, you and your spouse should each log on to the Shared Parental Leave Application System (SPLAS), which will be available at the Pro-family Leave website and follow the steps set out there.

(C) If your child is, or will be a Singapore citizen, please complete the relevant Government Declaration and return this to payroll.

6. GENERAL

6.1 Additional documentation and certification may be required for verification purposes and you should cooperate with your manager and ERC to complete any documents required.

6.2 Employees who:

(A) fail to return within three days of the specified return to work date;
(B) accept other employment (including self-employment) for compensation while on leave, or
(C) 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 of employment.

6.3 The leave benefits provided by Adobe under this policy are more favorable than what is required under local laws. Please be informed these additional benefits are provided at the sole discretion of Adobe. Adobe reserves the right to review, revise, or terminate, any of the benefits from time to time in its sole discretion.

Document History

Version	Issue Date	
1.0	December 2016	- Document origination
2.0	November 2020	- Increased age of adoption to 18 years old, enhanced paternity leave to 16 weeks, and made other system / process changes
3.0	April 2024	- increase govt paternity leave from 2 weeks to 4 weeks ;updating clause (this includes statutory paternity leave)
4.0	October 2024	Shared parental leave changes as of Apr 2025
5.0	June 2026	Sales employees clause updated to align with rest of the ctries