



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, which comprises of 16 weeks’ statutory maternity leave and 10 weeks’ additional 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) Additional maternity leave will commence immediately upon the expiry of the 16 weeks of statutory maternity leave.
- (D) The twenty-six (26) calendar weeks are inclusive of rest days, off days, Company shutdowns and public holidays.



Singapore Maternity and Paternity Leave Policy

ADOBE SINGAPORE CONFIDENTIAL

- (E) You may start your leave up to 4 weeks before the expected birth date (or earlier if your manager agrees).
- (F) If the leave is adoption-related, you have to start your leave period on the placement of the child.
- (G) 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 which comprises 2 weeks statutory paternity leave and 14 weeks additional 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.
 - (3) This pay is inclusive of the government paternity leave subsidy.
- (C) Additional paternity leave will commence immediately upon the expiry of the statutory paternity leave.



Singapore Maternity and Paternity Leave Policy

ADOBE SINGAPORE CONFIDENTIAL

- (D) 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 10 working days). Any remaining days will be forfeited if you wish to take less than your full entitlement of 16 weeks.
- (E) The statutory paternity leave must be taken consecutively.
- (F) The sixteen (16) calendar weeks are inclusive of rest days, off days, Company shutdowns and public holidays.
- (G) Adobe-paid paternity leave may be taken at any time after the birth of the child but must be completed within 6 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 6 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. 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. *Note: Employees who use this leave are choosing to opt out of the additional 14 weeks of Adobe-paid paternity leave.*
- 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.

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 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.



Singapore Maternity and Paternity Leave Policy
ADOBE SINGAPORE CONFIDENTIAL

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

5.1 **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](#) 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.

5.2 **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 days** 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.



Singapore Maternity and Paternity Leave Policy
ADOBE SINGAPORE CONFIDENTIAL

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 Workday.
- (D) 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.

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.



Singapore Maternity and Paternity Leave Policy
ADOBE SINGAPORE CONFIDENTIAL

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