



**Greater China, Japan, Korea and Singapore:  
Maternity and Paternity Leave Policy - FAQs**  
*Effective January 1, 2021*

This document aims to provide a quick answer to some of the topics under the Maternity and Paternity Leave Policy. It is not intended to be a complete description of the policy. If there is any conflict between the information presented here and the policy, the policy will govern. For Australia and New Zealand (ANZ), please refer to the "[ANZ Parental Leave FAQ](#)". For India, please refer to the "[India Parental Leave FAQ](#)".

**General Questions**

**1. My child was born before January 1, 2021, am I eligible for the enhanced Paternity leave?**

No, if your child was born prior to January 1, 2021, you will be subject to the rules of the previous policy.

**2. When should I avail the Adobe-paid Paternity Leave?**

You should avail the leave as soon as the child is born and complete the leave before the child turns 6 months of age. Should you commence your Paternity leave with less than 16 weeks to go before your child turns 6 months old, you will forfeit any remaining weeks after your child reaches this age.

**3. Do I have to take the full 26 weeks of Maternity leave or 16 weeks of Paternity leave? Can I return to work earlier?**

Yes, you may decide to take the duration that is less than your entitlement. However, you must take the leave in one continuous block of at least 30 calendar days to bond with your newborn. If you choose to return to work at any point after the 30 calendar days but before the end of your 26 weeks of Adobe paid Maternity leave or 16 weeks of Adobe-paid Paternity leave, your Adobe-paid Maternity/Paternity leave will cease and you will forfeit any remaining weeks.

**4. Can I split Adobe-paid Maternity/Paternity Leave and take it as I see fit?**

No, Adobe-paid Maternity and Paternity leave must be taken in one continuous block. In certain countries, statutory maternity and paternity leave can be taken flexibly (e.g. as individual days). If you decide to take the statutory maternity or paternity leave flexibly, you will be deemed to have opted out of the Adobe-paid Maternity and Paternity leave. Please refer to the individual country policies for further information.

**5. Can I add on additional time off such as PTO to Adobe-paid Maternity/Paternity Leave?**

Yes, you can take additional time off subject to your manager's approval. Please give your manager as much notice as possible so that your manager has time to make appropriate work arrangements to cover your period of absence.

**6. Do public/company holidays extend Adobe-paid Maternity/Paternity Leave?**

No, holidays run concurrently with Adobe-paid Maternity/Paternity Leave.



**7. Does company shutdown extend Adobe-paid Maternity/Paternity Leave?**

No, if the company shutdown occurs during your Adobe-paid Maternity/Paternity Leave, PTO will not be deducted for the required days and your leave will not be extended by the number of days of the company shutdown.

**8. I wish to adopt a child. What kind of leave can I avail?**

If you are adopting a child, Maternity Leave (26 weeks) will apply if you qualify as an adopting mother. If you qualify as an adopting father, Paternity leave (16 weeks) will apply. Please note that your adopted child must be less than 18-year-old for you to avail the Adobe-paid Maternity or Paternity leave.

**9. How does it impact my pay when I am on Adobe-paid Maternity/Paternity Leave?**

Sales employees will be paid at 100% of Total Target Compensation during Maternity/Paternity Leave. 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](#).

Non-Sales employees will be paid at 100% of base salary during Maternity/Paternity Leave. 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.