Singapore Maternity and Paternity Leave Policy - FAQs

Effective December 1, 2016

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.

Maternity Leave

1. I am currently on maternity leave. Am I eligible to the enhanced benefits under the policy?
   We will extend your leave based on two factors: (A) the amount of leave time you have already taken, and (B) the age of the child, as of the effective date of the policy. The extension of time must be continuous. Please contact ERC to discuss your leave extension.

2. I just came back from maternity leave. Am I eligible to the enhanced benefits under the policy?
   If your child is less than 6 months old by December 1, 2016, please contact ERC and we will assess your case accordingly.

3. If I had C-section or twins, do I get additional time to the Adobe-paid maternity leave?
   No. Having C-section or having multiples births will not extend the total of 26 calendars weeks of Adobe-paid Maternity Leave.

4. Can I use my Paid Time Off (PTO) before and after Adobe-paid maternity leave?
   Yes, you may use your accumulated PTO before and after your Adobe-paid maternity leave 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.

5. Can I split the Adobe-paid maternity leave and take it as I see fit?
   No, Adobe-paid maternity leave must be taken in one continuous block. You may start your leave up to 4 weeks before the expected birth date (or earlier if your manager agrees). If the leave is adoption-related, you have to start your leave period on the placement of the child.

6. Do holidays extend Adobe-paid maternity leave?
   No, holidays run concurrently with Adobe-paid maternity leave.
Paternity Leave

7. I am currently on paternity leave. Am I eligible to the enhanced benefits under the policy?
   We will factor the amount of leave time you have already taken and extend your leave for the additional
   number of days provided by the policy. The extension of time must be continuous. Please contact ERC to
discuss your leave extension.

8. I just came back from paternity leave. Am I eligible to the enhanced benefits under the policy?
   If your child is less than 6 months old by December 1, 2016, you are eligible for the additional paternity
   leave days provided by the new policy. You must finish the extra time off before the child reaches 6
   months old. If you are unable to take time off within this period due to business reasons, please work
   with the manager on an alternative time.

   Please contact ERC to apply for the additional paternity leave.

9. Can I split Adobe-paid paternity leave and take it as I see fit?
   No. You must take your paternity leave in one continuous block. The leave must also be fully utilized
   within 12 months of the birth or placement of the child.

10. Can I add on additional time off such as PTO to Adobe-paid 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.