UK Time Off Summary

At Adobe, we believe that taking time off to attend to personal needs is essential to the health and productivity of every employee. Adobe also recognizes that employees may have different needs, depending on their individual circumstances. This summary outlines Adobe’s policy on time off in the UK. Please also refer to the UK Employee Handbook.

**Annual Leave**

**Eligibility**
- Full-time employees working 35 hours per week.
- Part-time employees: Depends on the number of days employee works compared to the number worked by full time employee. This percentage (based on days) is applied to the number of full-time employee annual leave days summarized below. The number of bank holidays (i.e. public holidays) provided for part-time employees is pro-rated in a similar way.

Annual leave accrual begins immediately upon starting work and is accrued by a set amount each month. The annual leave entitlement for full-time employees varies by years of Adobe service as follows:
- From start of employment: 25 days per annum
- 3rd full calendar year: 28 days per annum
- 5th full calendar year: 30 days per annum

The Company reserves the right to request that you take three days of your holiday entitlement between Christmas and New Year.

The annual leave year is the calendar year (ie January 1 to December 31). With your manager’s approval (after sending an email to ERC with your manager CC’d) you can carry over maximum of 5 days to be taken by March 31 of the following year. Days not used before the 31 March will be forfeited.

**Public Holidays**

Adobe recognizes all officially published local public holidays. The dates vary by year. If a public holiday falls on a weekend or another rest day then an additional day off is provided as a make-up day in line with statutory requirements (typically the following Monday).

Please refer to Inside Adobe for specific dates in each year.

**Sick Leave**

During the initial probationary period only statutory sick leave is provided. Upon successful completion of a probationary period, Company enhanced sick leave benefit is provided on a discretionary basis as follows:
- 100% of base salary for up to 3 months
- Followed by 50% of base salary for the next 3 months

Sick Certificate: On the 8th calendar day a doctor’s sick certificate is required. Company reserves the right to request a sick certificate for any period of absence including absence of less than 7 days. For the absences of less than 7 days, employees need to fill in a form (found on the People Resources website) and send to erc@adobe.com.

**Parental Leave**

Adobe offers additional parental leave benefits to eligible employees to supplement the parental leave provided under UK law. This enables employees to take more time to bond with their child before returning to work.

The Adobe parental leave available to you falls into two categories: Primary Caregiver Leave and Non-Primary Caregiver leave.

For further details refer to the UK Parental Leave Policy.

**Shared Parental Leave**

The new right to shared parental leave and pay is available for eligible parents of babies due on or after 5 April 2015 (and adoptive parents of children placed for adoption on or after that date). Up to 50 weeks of leave - 37 weeks of which are paid - can be shared by parents if they meet certain eligibility criteria. Payment during Shared Parental Leave is based on the Statutory Entitlement (aligned with the statutory maternity pay) of £138.58 per week (or 90% of your average weekly earnings if lower) (correct as at April 2015). Please refer to Adobe Shared Parental Leave Policy for more information.

*It is important to note that any female Adobe employee availing of SPL is automatically considered to be opting out of the Company enhanced Maternity leave/pay policy entitlement.*
Unpaid Parental Leave
Statutory entitlement: Parental leave is unpaid currently up to 18 weeks’ leave for each child and adopted child, up to their 18th birthday. Please refer to https://www.gov.uk/parental-leave

Domestic Leave
Statutory entitlement: unpaid leave in the event of an unexpected or sudden problem concerning a dependent. Please refer to https://www.gov.uk/time-off-for-dependants

Jury Leave
Jury service is a public duty and in most cases is an average of ten working days but may be longer or shorter depending on the case. Adobe is providing paid time off to serve on a Jury. Please refer to https://www.gov.uk/jury-service

Please also work with your manager on your expected return date from Jury Leave.

Special Leave
• Wedding/Marriage Leave:
  - 5 days for your own wedding/marriage

• Birth or Adoption of Child:
  - 2 days in addition to statutory leave entitlements

• Compassionate Leave for Bereavement:
  - 20 days. Please refer to the Bereavement Leave policy for more details.

• Study and Exam Leave:
  - 5 paid days per annum in conjunction with Education Reimbursement Program or any other pre-approved job related course.