Pan-EMEA Enhanced Time-off

Time off is an important part of benefits to our employees. To ensure this benefit is market competitive and provides some regional consistency, we will make the following enhancements effective January 1, 2016.

**Paid Holiday In Lieu**
We will provide holiday in lieu for public holidays that fall on a non-working day or weekends. For example, if a public holiday falls on a Saturday, we make it up on Friday before. If it falls on Sunday, we make it up on Monday after.

**Marriage Leave**
We will standardize the marriage leave in EMEA to be 5 paid days. Marriage leave applies to employee's own wedding only unless the law requires this leave to extend to the wedding of employee's relatives.

**Study Leave**
We will standardize study leave in EMEA to be 5 paid days per calendar year. Employees can take study leave to prepare for exams for any course approved under the Educational Reimbursement Program or any other pre-approved job related courses.

**Paid Day in Lieu for Travelling on Weekend**
We will provide paid day in lieu for employees travelling on business on days that fall on a non-working day or weekends. The day in lieu will be taken within one month following the trip.

**Reporting Days Off In One Day Increment**
At Adobe, we aspire to foster a culture of trust and flexibility where our employees are able to meet personal and family needs. With that:

- You will report your time off in one day increments. There will not be an option for half day reporting. If you need to take couple hours off to attend to a personal matter during the day, please work with your manager to make arrangements.
- Any public holidays that are currently a half day off will become a full day off going forward in eligible countries.

Thank you for all that you do to support our business and serve our customers.

*If you have any questions regarding the above, please contact [erc@adobe.com](mailto:erc@adobe.com) regarding these changes.*
FAQs Pan-EMEA Enhanced Time-off

Time off is an important part of benefits to our employees. To ensure this benefit is market competitive and provides some regional consistency, we will make the following enhancements effective January 1, 2016. The following FAQs provide a high-level overview of the enhancements. Please contact the Employee Resource Center (6-HELP) or erc@adobe.com for more information.

Q: When will Adobe review the paid parental leave in EMEA given the announcement on such enhancement in the US?
A: Adobe will be reviewing countries outside of the US and India during the 2016 calendar year to determine if any changes should be made to current programs. If the decision is made to make changes, employees will receive communication at that time.

Q: Do I have to be part of the Education Reimbursement program to avail Study Leave benefit?
A: No, you can avail this benefit for any work-related courses that are pre-approved by your manager. The key is that these courses must be work related. We encourage you to plan ahead of your study leave.

Q: Do I have to use the Study Leave time all at once?
A: The paid benefit is intended to provide employees with time and support for attending courses or taking exams to graduate. The benefit can be used during the year in fragments, it does not need to be taken all at once. If you do not use all the five days available in one given year, you will forfeit any remaining days of paid leave and there will be no carry-over.

Q: Do I have to use the Marriage Leave time all at once? Do I have to use the time immediately following the event?
A: The paid benefit is intended to provide employees with time and support within the event timeframe. The benefit can be used in fragments but is limited to the period of the wedding (immediately before and/or after).

Q: Do I need to provide a certificate when applying for marriage or bereavement leave?
A: No, you are not required.

Q: What is the process for taking the paid day in lieu for travelling on business during weekend or a non-working day?
A: Discuss with your manager prior to your business trip about when you can take the paid day in lieu. Make sure your manager approves the trip including a non-working day and the date for the paid day in lieu.

Q: I have been able to report ½ day in my country, I view this as a take away as opposed to an enhancement.
A: Thank you for your feedback. As communicated, we are building a work culture of trust where we encourage open dialogue between employee and manager. If you need to take a few hours off to take care of personal matters, we suggest you work out your schedule for that day with your manager in advance.

Q: Why are these benefits not effective immediately?
A: There are a number of system and policy updates required to implement these significant enhancements to our leave programs. January 1, 2016 is the earliest date we are able to administer these new benefits; however, we wanted to provide employees with advance notice of the changes for planning purposes.

If you are planning a leave, please contact the Employee Resource Center (6-HELP) or erc@adobe.com to discuss any details you might need.