Parental Leave Checklist — UK

This document points you to checklist of actions related to your leave. Please check the different scenarios below and select the one that best fits your situation.

### Primary Caregiver Leave

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Actions Checklist</th>
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</table>
| I am pregnant and I would like to be the primary care giver of my child | - On becoming pregnant, you should notify your line manager and Employee Resource Center (ERC) as soon as possible, so that necessary health and safety considerations are made  
- Use the maternity planner to work out the earliest date your maternity leave can start  
- At the earliest opportunity, but no later than the end of the 24th week of pregnancy, write to the ERC and submit the MAT B1 form\(^1\); and the date on which you intend to start and end Maternity leave and or Adobe Paid Primary Caregiver leave.  
- Please complete and submit the affidavit of care (at least 28 days before you are scheduled to start your leave)  
- The ERC will confirm the dates of your Primary Caregiver Maternity Leave, taking into consideration the dates you provided for the leave, days you are entitled to in lieu of bank holidays during your leave and any annual leave you have available in your PTO balance to take at the end of your leave  
- Verify your leave dates in Workday and let the ERC know if there is something not matching your requests  
- 6 weeks before the expected due date, the ERC will issue a formal letter confirming the dates of your leave. A schedule of payments for the period of your leave will follow shortly after from the Payroll team  
- Make your manager aware of any ante-natal or specialist appointments. Please book appointments outside of work hours where possible or arrange them as close to the start/end of the working day as possible  
- Make your manager or the ERC aware immediately of any issues, concerns or difficulties you may be experiencing in relation to working whilst pregnant  
- Once the baby is born, you may want to enrol them in your medical plan within 30 days of the birth or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on MyAdobeBenefits.  
- If you wish to change your parental leave start or return dates you must provide a minimum of 28 days written notice to both your line manager and the ERC |

\(^1\)The MAT B1 form is a certificate from a doctor or midwife confirming the expected week of childbirth. The form must have either the doctor’s name and address or the midwife’s name and registration number on it. This is usually provided after 20 weeks of pregnancy.

Questions? Contact the Employee Resource Center (ERC) at 408-536-4357 (6-HELP) or erc@adobe.com
| I will become a mother (am not pregnant) and I will be the primary care giver of the baby | ☐ Please complete and submit the affidavit of care at least 28 days before your partner is scheduled to give birth to a child and if the case, provide proof that your partner is pregnant MAT B1 form 2nd edition.  
☐ The ERC will confirm the dates of your Primary Caregiver Maternity Leave, taking into consideration the dates you provided for the leave, days you are entitled to in lieu of bank holidays during your leave and any annual leave you have available in your PTO balance to take at the end of your leave.  
☐ Verify the leave in Workday and let the ERC know in case there is something not matching your requests  
☐ In case the date of birth of the child is different than the due date, please inform the ERC of the new dates of your leave so they can update leave dates in Workday accordingly  
☐ Once the child arrives, you may want to enrol them in your medical plan within 30 days of the arrival or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on MyAdobeBenefits.  
☐ If you wish to change your parental leave start or return date you must provide a minimum of 28 days written notice to both your line manager and the ERC |
| I will become a father (partner is pregnant) and I will be the primary care giver of the baby | ☐ Before the end of the 24th week of pregnancy, at the latest, request leave in Workday and attach the SC3 form corresponding to statutory paternity leave.  
☐ The Employee Resource Center (ERC) will approve your leave based on the statutory paternity leave and UK parental leave policy and will confirm what additional days off you are entitled to take in addition to your leave (in lieu of bank holidays during your leave and any annual leave you have accrued while you were on leave)  
☐ Complete and submit the affidavit of care at least 28 days before your partner is scheduled to give birth to a child  
☐ In case the date of birth of the child is different than the due date, please inform the ERC of the new dates of your leave so they can update leave dates in Workday accordingly  
☐ Once the child arrives, you may want to enrol them in your medical plan within 30 days of the arrival or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on MyAdobeBenefits.  
☐ If you wish to change your parental leave start or return date you must provide a minimum of 28 days written notice to both your line manager and the ERC |
| I will adopt a child and I will be the primary care giver of the baby | ☐ Provide SC4 form to the Employee Resource Center (ERC) at least 28 days before the start of your leave. For overseas adoptions the form and notice period is different and is explained on SC5 form.  
☐ Within 7 days of being matched with a child, complete the affidavit of care and advise the ERC:  
  - how much leave you want  
  - the leave start date  
  - the ‘date of placement’ - the date the child is placed with you  
☐ Provide the ERC proof of adoption. Proof can be a letter from your adoption agency or the matching certificate and must show:  
  - employee name and address and that of the agency  
  - the match date - e.g. the matching certificate  
  - the date of placement - e.g. a letter from the agency  
  - the relevant UK authority’s ‘official notification’ confirming you’re allowed to adopt (overseas adoptions only)  
  - the date the child arrived in the UK - e.g. plane ticket (overseas adoptions only)  
☐ The ERC will confirm the dates of your Primary Caregiver Maternity Leave, taking into consideration the dates you provided for the leave, days you are entitled to in lieu of bank holidays during your leave and any annual leave you have available in your PTO balance to take at the end of your leave. |

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2 The MAT B1 form is a certificate from a doctor or midwife confirming the expected week of childbirth. The form must have either the doctor’s name and address or the midwife’s name and registration number on it. This is usually provided after 20 weeks of pregnancy.
any annual leave you have available in your PTO balance to take at the end of your adoption leave and enter all those leave types in Workday

- Verify the leave in Workday and let the ERC know in case there is something not matching your requests
- Once the child arrives, you may want to enrol them in your medical plan within 30 days of the arrival or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on My Adobe Benefits.
- If you wish to change your parental leave start or return date you must provide a minimum of 28 days written notice to both your line manager and the ERC

### Non-Primary Caregiver Leave

#### Action Checklist

| I am pregnant and my partner will be the primary care giver of my child | On becoming pregnant, you should notify your line manager and the Employee Resource Center (ERC) as soon as possible, so that necessary health and safety considerations are made
| | Use the maternity planner to work out the earliest date your maternity leave can start
| | At the earliest opportunity, but no later than the end of the 24th week of pregnancy, write to the ERC and submit the MAT B1 form3; and the date on which you intend to start and end Maternity leave and or Adobe Paid Non Primary Caregiver leave
| | Request leave in Workday for the dates chosen
| | The ERC will approve your leave based on the Compulsory Maternity Leave of 2 weeks and UK parental leave policy and will confirm what additional days off you are entitled to take in addition to your leave (in lieu of bank holidays during your leave)
| | If you are spreading your 4 weeks' paid time off in separate periods, you will be required to submit dates for the Compulsory Maternity Leave of 2 weeks in Workday and then follow up with separate Workday request(s) to confirm any subsequent non-primary caregiver leave weeks
| | Make your manager aware of any ante-natal or specialist appointments. Please book appointments outside of work hours where possible or arrange them as close to the start/end of the working day as possible
| | Make your manager or the ERC aware immediately of any issues, concerns or difficulties you may be experiencing in relation to working whilst pregnant
| | Once the baby is born, you may want to enrol them in your medical plan within 30 days of the birth or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on MyAdobeBenefits.
| | If you wish to change your parental leave start or return date you must provide a minimum of 28 days written notice to both your line manager and the ERC

| I will become a mother (I am not pregnant) and my partner will be the primary care giver of the baby | Before the end of the 24th week of pregnancy, at the latest, request leave in Workday and if the case, provide proof that your partner is pregnant, through MAT B1 form3
| | The Employee Resource Center (ERC) will approve your leave based on the statutory paternity leave and UK parental leave policy and will confirm what additional days off you are entitled to take in addition to your leave (in lieu of bank holidays during your leave and any annual leave you have accrued while you were on leave)

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3 The MAT B1 form is a certificate from a doctor or midwife confirming the expected week of childbirth. The form must have either the doctor’s name and address or the midwife’s name and registration number on it. This is usually provided after 20 weeks of pregnancy.
If you are spreading your 4 weeks’ paid time off in separate periods, you will be required to submit dates in Workday for the first period and then follow up with separate Workday request(s) to confirm any subsequent non-primary caregiver leave weeks.

In case the date of birth of the child is different than the due date, please inform the ERC of the new dates of your leave so they can update leave dates in Workday accordingly.

Once the child arrives, you may want to enrol them in your medical plan within 30 days of the arrival or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on My Adobe Benefits.

If you wish to change your parental leave start or return date you must provide a minimum of 28 days written notice to both your line manager and the ERC.

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**I will become a father (partner is pregnant) and my partner will be the primary care giver of the baby**

Before the end of the 24th week of pregnancy, at the latest, request leave in Workday and attach the SC3 form corresponding to statutory paternity leave.

The Employee Resource Center (ERC) will approve your leave based on the statutory paternity leave and UK parental leave policy and will confirm what additional days off you are entitled to take in addition to your leave (in lieu of bank holidays during your leave and any annual leave you have accrued while you were on leave).

If you are spreading your 4 weeks’ paid time off in separate periods, you will be required to submit dates in Workday for the first period and then follow up with separate Workday request(s) to confirm any subsequent non-primary caregiver leave weeks.

In case the date of birth of the child is different than the due date, please inform the ERC of the new dates of your leave so they can update leave dates in Workday accordingly.

Once the child arrives, you may want to enrol them in your medical plan within 30 days of the arrival or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on My Adobe Benefits.

If you wish to change your parental leave start or return date you must provide a minimum of 28 days written notice to both your line manager and the ERC.

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**I will adopt a child and my partner will be the primary care giver of the baby**

Provide SC4 form to the Employee Resource Center (ERC) at least 28 days before the start of your leave. For overseas adoptions the form and notice period is different and is explained on SC5 form.

Provide proof of adoption to qualify for Additional Paternity Pay. Proof can be a letter from your adoption agency or the matching certificate.

Within 7 days of being matched with a child, request leave in Workday.

Provide the ERC proof of adoption. Proof can be a letter from your adoption agency or the matching certificate and must show:

- employee name and address and that of the agency
- the match date - e.g. the matching certificate
- the date of placement - e.g. a letter from the agency
- the relevant UK authority’s ‘official notification’ confirming you’re allowed to adopt (overseas adoptions only)
- the date the child arrived in the UK - e.g. plane ticket (overseas adoptions only)

If you are spreading your 4 weeks’ paid time off in separate periods, you will be required to submit dates in Workday for the first period and then follow up with separate Workday request(s) to confirm any subsequent non-primary caregiver leave weeks.

Once the child arrives, you may want to enrol them in your medical plan within 30 days of the arrival or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on My Adobe Benefits.

If you wish to change your parental leave start or return date you must provide a minimum of 28 days written notice to both your line manager and the ERC.
## Unpaid Parental Leave

<table>
<thead>
<tr>
<th>Action Checklist</th>
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<tbody>
<tr>
<td>I would like to take Unpaid Parental Leave</td>
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<tr>
<td>□ Enter leave in Workday, providing 21 days' notice before your intended leave start date. If you are having a baby or adopting, it’s 21 days before the week the baby or child is expected.</td>
<td></td>
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<tr>
<td>□ ERC will confirm the dates and issue a formal letter corresponding to your unpaid parental leave</td>
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</tbody>
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## Shared Parental Leave

<table>
<thead>
<tr>
<th>Action Checklist</th>
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<tbody>
<tr>
<td>I would like to take Shared Parental Leave</td>
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<tr>
<td>□ Review the Shared Parental Leave Policy [PDF]</td>
<td></td>
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<tr>
<td>□ Complete the form include in the Shared Parental Leave Policy [PDF] and forward it to the Employee Resource Centre on <a href="mailto:erc@adobe.com">erc@adobe.com</a> and your manager, at least eight weeks before the commencement of the leave</td>
<td></td>
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<tr>
<td>□ Provide appropriate evidence i.e. a copy of the MAT B1 form</td>
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</tbody>
</table>

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