Adobe Mexico ("Adobe") is taking progressive steps to support employees during significant life events. Effective December 1, 2018, Adobe will offer eligible employees additional company-paid time for maternity and paternity leave. These leave benefits are intended to allow employees paid-time off to bond with their child before returning to work. These policies are available to eligible Adobe employees only.

1. ADOBE MATERNITY LEAVE

1.1 Eligibility

(A) Adobe's regular female employees who are having a baby (i.e., birth mother) or who are legally adopting a child aged under 6 years of age (i.e., adoptive mother) are eligible.

(B) There is no minimum service year requirement for employees to be eligible for the benefits under this policy.

1.2 Entitlement

(A) You are eligible for a total of 182 calendar days of Adobe-paid maternity leave ("Adobe-paid Maternity Leave").

(B) For birth mothers:

(1) the Adobe-paid Maternity Leave comprises of:

(a) statutory maternity leave of 84 calendar days, excluding holidays, with 6 weeks prior to birth and 6 weeks after birth ("Statutory Maternity Leave"); and

(b) additional maternity leave days provided by Adobe up to a total of 182 days (i.e. 182 days minus Statutory Maternity Leave).

(1) Additional maternity leave will commence upon the expiry of the statutory maternity leave.

(C) The Mexico statutory Maternity Leave days are excluding of public holidays, however the total number of leave days under the Adobe policy are inclusive of holidays. You may start your leave upon the birth of the child or up to 42 calendar days (6 weeks (excluding holidays) before the expected birth (or earlier if your doctor certifies). In any case, the Adobe-paid Maternity Leave must be taken consecutively. If the leave is adoption-related, you can only start your leave period on the date of placement of the child.

(D) For employees who are entitled to statutory maternity allowance and are successful in their application for the statutory maternity allowance from the Mexican Social Security Institute, your salary during Adobe-paid Maternity Leave will be paid based on the requirements prescribed by local regulations and practice as follows:

(1) Statutory Maternity Allowance is paid by Adobe during both the statutory period and Adobe-paid Maternity Leave period, Adobe will pay 100% of your base salary (Total Target Compensation (TTC) for sales employees).

(E) For adoption-related cases, during the Adobe-paid Maternity Leave period, Adobe will pay 100% of your base salary (Total Target Compensation (TTC) for sales employees).
Mexico Maternity and Paternity Leave Policy

(F) If you choose to return to work at any point after the expiry of the Statutory Maternity Leave but before the end of the additional maternity leave period (for adoption-related cases, at any time before the expiry of your Adobe-paid Maternity Leave), your Adobe-paid Maternity Leave will cease and you will forfeit any remaining days of Adobe-paid Maternity Leave.

See Figure 1 below for a graphical illustration of the above:

Figure 1

2. ADOBE PATERNITY LEAVE

2.1 Eligibility

(A) Adobe’s regular male employees who are having a newborn (i.e., birth father) or who are legally adopting a child aged less than six years of age (i.e., adoptive father) are eligible.

(B) There is no minimum service year requirement for employees to be eligible for the benefits under this policy.

2.2 Entitlement

(A) You are eligible for two (2) weeks (10 working days or 14 calendar days) of Adobe-paid paternity leave ("Adobe-paid Paternity Leave") at 100% of your regular salary. Adobe-paid Paternity Leave comprises of the statutory paternity leave of 5 working days and the additional paternity leave of 5 working days provided by Adobe.

(B) Adobe-paid Paternity Leave excludes public holidays.

(C) You must take your Adobe-paid Paternity Leave in one continuous block, and must be fully utilized within 6 months of the birth or placement of the child.

(D) If the leave is adoption-related, you may only start your leave period on the placement of the child.

3. BENEFITS DURING MATERNITY/PATERNITY LEAVE
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3.1 After the birth or adoption, add your child’s details by logging into My Adobe Benefits within 30 days of birth or adoption.

3.2 While on maternity/paternity leave, you will enjoy the same insurance benefits coverage as an active employee (subject to plan provisions). If you do not return to work with Adobe after your maternity/paternity leave period, these insurance benefits will cease on the last of day of employment.

3.3 You will continue to accrue paid leave while you are on maternity/paternity leave. This includes all paid leave such as annual leave.

Where relevant local regulations are more favorable than the provisions of this policy, the local regulations will be adhered to.

4. INITIATING MATERNITY AND PATERNITY LEAVE, AND RETURNING TO WORK

4.1 Maternity

(A) You are responsible for notifying your direct manager and ERC immediately upon the certification of your pregnancy by a designated hospital or upon the beginning of your adoption procedure.

(B) If you wish to apply for maternity leave, you must provide your direct manager and ERC with at least ninety (90) days’ prior written notice before your expected date of delivery or the completion of the adoption procedure.

1. Submit your leave request in Workday
2. Email the relevant supporting documents directly to erc@adobe.com including:
   1. A Doctor's certification of your pregnancy with expected due date;
   2. For adoption-related cases, relevant adoption certificates or approval documents provided by relevant official authorities.

(C) You are required to apply for maternity medical leave through Mexican Social Security Institute at least 90 days before expected date of birth or placement.

(D) If due to your own reason (such as failing to submit the materials required by the government, failing to meet the deadline for submission), you have failed to get the statutory maternity allowance from the Social Insurance Bureau, then you shall be solely liable for any losses. If Adobe has already paid salaries to you in advance for those maternity leave days where the statutory maternity allowance should cover, then you shall repay Adobe immediately for such salary amount; if Adobe does not pay salaries to you in advance for those maternity leave days where the statutory maternity allowance should cover, then Adobe is not obliged to pay any salary to you for such period.

(E) If the hospital confirms that you cannot return to work after your maternity leave period, you may take sick leave in accordance with local regulations.

(F) You are responsible for enrolling your newborn or child using My Adobe Benefits for medical insurance enrollment purposes within 30 days of date of birth or placement.
4.2 Paternity
   (A) You must notify your direct manager before you start your paternity leave at least 30 days before anticipated date of birth.
   (B) Submit your paternity leave in Workday
   (C) You are responsible for enrolling your newborn or child using My Adobe Benefits for medical insurance enrollment purposes within 30 days of date of birth or placement.

5. GENERAL

5.1 The leave benefits provided by Adobe under this policy are more favorable than what is required under local laws. Please be informed that those benefits that are more favorable than what the law requires are provided based on the sole discretion of Adobe. Adobe reserves the right to review and revise, including termination of, any of the benefits from time to time in its sole discretion.

Document History
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