Mexico Maternity and Paternity Leave Policy - FAQs

*Effective December 1, 2018*

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?
   
   The updated policy is effective for births or adoption on or after 12/1/2018. For births and adoptions prior to 12/1/2018, you would be eligible for the statutory maternity policy currently in place.

2. I just came back from maternity leave. Am I eligible to the enhanced benefits under the policy?
   
   The updated policy is effective for births or adoption on or after 12/1/2018. For births and adoptions prior to 12/1/2018, you would be eligible for the statutory maternity policy currently in place.

3. I am a new employee who has joined the company. What is my maternity leave entitlement?
   
   You are eligible for Adobe-paid maternity leave on day 1 of employment with Adobe.

4. 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.

5. 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.

6. Can I split the Adobe-paid maternity leave and take it as I see fit?

   No, Adobe-paid maternity leave must be taken consecutively. You may start your maternity leave up to 6 weeks (42 calendar days) before the expected birth (or earlier if your manager agrees). If the leave is adoption-related, you can only start your leave period on the date of placement of the child.

7. Do holidays extend Adobe-paid maternity leave?

   No, holidays run concurrently with Adobe-paid maternity leave.

**Paternity Leave**

8. I am currently on paternity leave. Am I eligible to the enhanced benefits under the policy?
The updated policy is effective for births or adoption on or after 12/1/2018. For births and adoptions prior to 12/1/2018, you would be eligible for the statutory paternity policy currently in place.

9. **I just came back from paternity leave. Am I eligible to the enhanced benefits under the policy?**
   The updated policy is effective for births or adoption on or after 12/1/2018. For births and adoptions prior to 12/1/2018, you would be eligible for the statutory paternity policy currently in place.

10. **Can I split Adobe-paid paternity leave and take it as I see fit?**
    The 10 days (14 calendar days) of paternity leave must be taken continuously, within 6 months of the date of birth or placement.

11. **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.