



Brazil Maternity and Paternity Leave Policy

Adobe Brazil (“Adobe”) is taking progressive steps to support employees during significant life events. Effective **December 1, 2018**, Adobe will offer additional company-paid time off 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 under six years of age (i.e., adoptive mother) are eligible.
- (B) There is no minimum service 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 **120 calendar days**, (“**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 Adobe-paid Maternity Leave is inclusive of public holidays. You may start your leave upon the birth of the child or up to **30 calendar days** before the expected due date (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 may 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 Social Security Bureau, 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 plus an average of your variables (or Total Target Compensation (TTC) for sales employees).
 - (2) For adoption-related cases, during the Adobe-paid Maternity Leave period, Adobe will pay 100% of your base salary plus variable pay (or Total Target Compensation (TTC) for sales employees) during the maternity leave period.

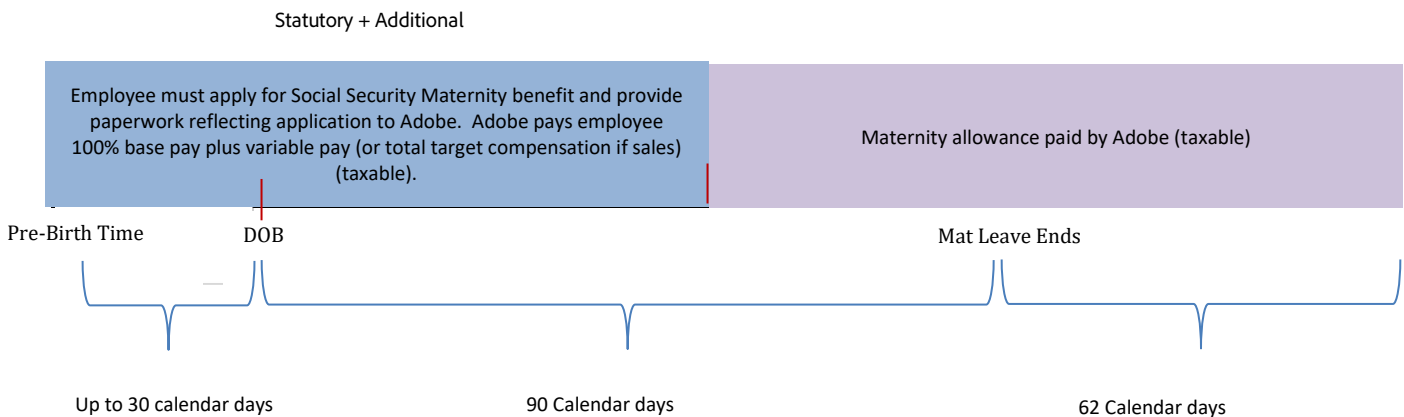


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- (3) If you choose to return to work at any point after the expiry of the Statutory Maternity Leave but before the end of the additional maternity leave period (for adoption-related cases, at any time before the expiry of your Adobe-paid Maternity 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



See Figure 2 below for a graphical illustration of the above:

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 under 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 five (5) working days and the additional paternity leave of 5 working days provided by Adobe.
- (B) Adobe-paid Paternity Leave includes public holidays.
- (C) You may take your Adobe-paid Paternity leave in one continuous block, and it 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.



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3. BENEFITS DURING MATERNITY/PATERNITY LEAVE

- 3.1 After the birth or adoption, add your child's details by enrolling them in [My Adobe Benefits](#) within 30 days from date of birth or adoption.
- 3.2 While on maternity/paternity leave, you will enjoy the same health benefits coverage as an active employee. If you do not return to work with Adobe after your maternity/paternity leave period, these health 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.

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 doctor 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 Doctors 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 social security benefits bureau at least 30 days before child's 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.



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- (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 or placement.
- (B) Submit your paternity leave request 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

Version

Issue Date

1.0

November 2018

- Document origination