



# Brazil Parental Leave Policy

## Overview

Adobe Systems Brasil Limitada (“Adobe”) offers enhanced Maternity, Partner, and Adoption leave and pay to eligible employees to enable them to take additional time to bond with their child before returning to work. These leaves are collectively referred to as “Adobe Parental Leave.” Adobe offers leave time to employees in compliance with any statutory leave laws as applicable. Adobe Parental Leave is meant to supplement certain family leave provided under various statutory law.

This policy applies only to Adobe employees including Adobe-paid temporary workers. It does not apply to agency workers or self-employed contractors, or employees of other Adobe group companies.

Adobe offers leave time to all employees in compliance with applicable local or statutory leave laws. Adobe Parental Leave is non-contractual and entirely discretionary in nature and can be modified or removed by Adobe at any time, subject to applicable legal obligations.

## Adobe Maternity Leave

Adobe offers up to 26 weeks of Adobe Maternity Leave to bond with a newborn or adopted child, which runs concurrently with any statutory maternity leave an employee may be eligible to take.

### *Eligibility*

Eligibility for Adobe Maternity Leave aligns with statutory guidelines for maternity leave. To be eligible for Adobe Maternity Leave, you must be eligible for Brazil’s statutory maternity leave. Additional information regarding statutory eligibility can be found in the links provided in the appendix below.

Employees will be eligible for Adobe Maternity Leave if:

- the employee has certified that they are, or will be, the birth parent of a newborn or adoptive parent of a child; and
- the employee is a regular employee who has met the statutory eligibility requirements for maternity leave (see appendix)

### *Entitlement*

You are eligible for up to 26 weeks of paid Adobe Maternity leave, irrespective of the amount of any statutory leave you may be entitled to receive. Adobe Maternity Leave must be taken in a single continuous block, inclusive of any holidays. Any statutory time runs concurrently with Adobe Maternity Leave, and pay is coordinated, with Adobe’s leave policy.

Adobe Maternity Leave will coincide with the start of any statutory leave and must be taken within 6 months of your child’s birth or adoption. After this 6-month period expires, any untaken entitlement will be forfeited. At the end of your Adobe Maternity Leave, you may continue to take any further statutory leave entitlement for which you are eligible (see appendix).

You will be paid at 100% of base salary (or 100% of Total Target Compensation if you are on a commission plan) for the first 26 weeks of maternity leave. This is inclusive of any statutory maternity pay that you may otherwise be eligible to receive. In other words, this pay is a top-up to any statutory pay you are eligible to receive.



You may end your Adobe Maternity Leave at any time and may return to work by following the notification process outlined in the Returning to Work section of this policy. By ending your Adobe Maternity Leave, you will forfeit any untaken Adobe Maternity Leave entitlement.

You are entitled to only one period of Adobe Maternity Leave irrespective of whether more than one child is born as the result of the same pregnancy or more than one child is adopted at the same time.

## **Adobe Partner/Adoption Leave**

Adobe offers up to 16 weeks of Adobe Partner/Adoption Leave, which runs concurrently with any statutory leave equivalent an employee may be eligible to take.

### ***Eligibility***

Employees will be eligible for Adobe Partner/Adoption Leave if the employee is a regular employee who has met eligibility requirements for equivalent statutory leave (see appendix) and has certified that they are, or will be:

- a nonbirth parent of a newborn or adoptive parent of a child; and
- the employee is otherwise not eligible for Adobe Maternity Leave.

### ***Entitlement***

Eligible employees can take up to 16 weeks of paid Adobe Partner/Adoption leave, irrespective of the amount of any statutory leave you may be entitled to receive. Adobe Partner/Adoption Leave must be taken in a single continuous block, inclusive of any holidays, and must be used within 6 months of the birth or adoption. Any statutory time runs concurrently with Adobe Partner/Adoption Leave and pay is coordinated with Adobe's leave policy.

Adobe Partner/Adoption leave will coincide with the start of any statutory adoption or partner leave, which is typically the date of your child's birth or adoption resolution date.

Adobe Partner/Adoption Leave entitlement will be reduced by and run concurrently to any period of statutory, paternity or adoption leave taken.

You will be paid at 100% of base salary (or 100% of Total Target Compensation for commissioned employees) for the first 16 weeks of Adobe Partner leave. This is inclusive of any statutory partner and/or adoption pay you may otherwise be eligible to receive.

You are only entitled to one period of Adobe Partner/Adoption Leave irrespective of whether more than one child is born as the result of the same pregnancy or more than one child is adopted at the same time.

## **Ante-Natal Care**

You are entitled to paid time away for reasonable attendance at ante-natal appointments, either for yourself or to support your partner.

Where you can reasonably arrange such appointments to take place out of working hours, you are requested to do so. Otherwise, you are requested to arrange them as close to the start or end of the working day as possible.



## Initiating a leave of absence

To help minimize business disruption, you should notify your manager of your leave plans, and [open a case with the ERC \(Employee Resource Center\)](#), at least 4 months (120 days) in advance if intending to take a Maternity Leave, and 2 months (60 days) in advance if intending to take Partner/Adoption Leave. If that amount of notice is impractical, you should provide as much notice as is practical under the circumstances.

### *For the birth of an employee's child (both Maternity and Partner)*

At the earliest possible opportunity, you are required [open a case with the ERC](#) and include the following information:

- the expected week of childbirth; the date on which you intend to start your Maternity leave or Partner/Adoption Leave and/or other statutory leave available; and
- the date you expect to return from leave (or if you intend not to return)

Additional documentation and certification may be required.

If you need to change your leave start date, you should advise Adobe in writing at least 4 weeks before the new start date or, if that is not possible, with as much notice as reasonably practicable.

If the baby is born prior to the date the leave is due to start, Adobe must be notified in writing of the date of the birth as soon as reasonably practicable.

Adobe will formally respond in writing to your notification of your leave plans within 28 days, confirming the date on which you are expected to return to work.

Adobe may require you to leave work early or undertake suitable alternative work if it is felt that there is a potential health risk to you or your baby.

### *For an adoption of a child*

At the earliest possible opportunity, you are required to inform Adobe in writing of an upcoming adoption by [opening a ticket with the ERC](#). The following information should be provided:

- the date the child is expected to be placed with you (i.e., the "date of placement").
- the date on which you intend to start your leave and/or other statutory leave available; and
- the date you expect to return from leave (or if you intend not to return)

You must provide Adobe with proof of adoption, which must show:

- New Birth Certificate or Guardianship Term,
- the employee's name and address and that of the adoption agency.
- the match date (e.g., the matching certificate); and
- the date of placement (e.g., a letter from the adoption agency)

For overseas adoptions, you must also provide the following:

- the relevant government authority's official notification confirming you are allowed to adopt; and



- a document reflecting the date the child arrived in your country (e.g., plane ticket)

Additional documentation and certification may be required.

## Returning to Work

### *Returning to work following Adobe Parental Leave*

Subject to you complying with the procedures set out above, when returning from an Adobe e Parental Leave (or statutory equivalent), you will be entitled to return to the same job on the same terms and conditions as if you had not been absent. If you take additional maternity, partner, or adoption leave under your country's statutory plans, you will be subject to any local or regional regulations.

You will be expected to return following Adobe Parental Leave (and any corresponding statutory leaves) on the date agreed upon with Adobe. You should contact your Manager and [the ERC](#) at least 2 weeks before your return, so that Adobe can ensure that arrangements are in place for your return. Failure to return on the date agreed will be treated as unauthorized absence.

If you wish to return to work earlier than the expected return date, you must give Adobe at least four weeks' notice of your date of early return (or as early as possible) by [contacting the ERC](#).

### *Not returning to work following Adobe Parental Leave*

If you decide not to return to work after Adobe Parental Leave (or any corresponding statutory leaves), you must give notice of resignation as soon as possible and in accordance with the terms of your contract of employment. If the notice period would expire after a leave has ended, Adobe may require the employee to return to work for the remainder of the notice period.

### *Illness after Adobe Parental Leave*

If you have a medical condition that prevents you from returning to work on the agreed upon date, you should send a medical certificate to Adobe as soon as possible. You will be treated as having returned from leave on the agreed upon date and treated the same as any other employee on sick leave. The normal contractual arrangements for sick leave absence will, therefore, apply.

## Benefits and Pay Impacts while on Adobe Parental Leave

### *Insurance*

While on an Adobe Parental Leave, you will maintain the same private insurance benefits coverage you have as an active employee (subject to plan provisions), for the full duration of the Adobe Parental Leave. If you do not return to work with Adobe following your Adobe Parental Leave, these insurance benefits will cease after the last of day of your leave, except where local and regional regulations apply.

If you decide to extend your leave beyond the Adobe Parental Leave portion of our time off, your benefits will terminate or be subject to local and regional statutory regulations.

### *Paid time off*



You will continue to accumulate paid time off while you are on an Adobe Parental Leave.

***Sales Commissions***

Details of how a leave impacts sales commission are posted on the Adobe Field Readiness site, [here](#).

***AIP (Annual Incentive Plan) Bonus***

Details of how a leave impacts AIP bonuses are posted on [Inside Adobe](#).



## Appendix

### Statutory leave information for Brazil

Topic	Site
Request Maternity Pay	<a href="https://www.gov.br/pt-br/servicos/obter-salario-maternidade-urbano">https://www.gov.br/pt-br/servicos/obter-salario-maternidade-urbano</a>
Programa Empresa Cidadã	<a href="https://www.gov.br/receitafederal/pt-br/assuntos/orientacao-tributaria/isencoes/programa-empresa-cidada">https://www.gov.br/receitafederal/pt-br/assuntos/orientacao-tributaria/isencoes/programa-empresa-cidada</a>