

Korea Paid-Temp Benefits Summary

Health Benefits

Medical

Adobe has established a comprehensive medical insurance plan in order to provide protection for you and your family. Only full time employees are eligible for medical insurance benefits. There are several components to the medical coverage; further information can be found on Inside Adobe > Health Benefits & Insurance page. The premium is 100% paid by Adobe.

OUTPATIENT ALLOWANCE IS : KRW 1,800,000 PER CALENDAR YEAR WHICH IS USED TOWARDS ELIGIBLE OUTPATIENT EXPENSES THAT ARE NOT COVERED BY MEDICAL INSURANCE (SUCH AS DEDUCTIBLE), DENTAL AND MEDICAL CHECK UP. THIS BENEFIT IS TAXABLE EXCEPT FOR MEDICAL CHECK UP THAT DOES NOT EXCEED KRW 800,000. IF MEDICAL CHECK UP COSTS MORE THAN KRW 800,000, THE EXCESS IS ALSO TAXABLE. PLEASE SUBMIT YOUR CLAIMS VIA MY ADOBE BENEFITS.

OUTPATIENT CARE	DENTAL ALLOWANCE	MEDICAL CHECK UP
<ul style="list-style-type: none">• Eligibility: Employees and dependents (including parents)• Outpatient care means medical care that is received outside of a hospital stay and comprises routine visits to registered/certified doctors, medicines prescribed by registered/certified doctors, and dental costs.• Exclusions: You may not use the allowance for routine and over the counter medical or chemist purchases such as aspirin, cold medicines, band-aids, etcetera. Vision is also excluded.	<ul style="list-style-type: none">• Eligibility: Employees and dependents (including parents)• Limits: W \$500,000 per family per year. <i>Part of KRW 1,800,000.</i>• Coverage: For preventive care and necessary dental work, excludes cosmetic dentistry.	<ul style="list-style-type: none">• Eligibility: Employee only• Limit: part of the KRW 1,800,000 per year• This is for employee's preventive health check-up (body screening) only, and not for the medical check-up for the treatment of specific illness. Family member's check-up is not eligible. You are free to choose the clinic or hospital for your check-up.

Employee Assistance Program (EAP)

The EAP, powered by Guidance Resources, provides awareness, education and confidential counselling assistance for a range of work/life issues, including stress management, relationship challenges, life event changes (birth of a child, bereavement, etc.) as well as financial and legal support.

The goal of the EAP is to improve your and your family's wellness and wellbeing. You and family members in your household can have access to a health coach/counsellor for up to six sessions per topic per year. You can access these programs 24 hours a day, seven days a week.

For more information, visit the EAP website: <https://www.guidanceresources.com> (Adobe Web ID: Adobe).

Financial Benefits

Life Insurance

Coverage equal three times your annual total target compensation, subject to the terms and conditions of the insurance policy[^]. You may be required to provide proof on insurability in order to be eligible for life insurance.

Retirement

In accordance with the Labour Standards Law (LSL).

Accidental Disability Insurance

This coverage is included in your life insurance policy and provides a lump sum payment in the event of a permanent disability due to an accident.

Business Travel Accident Insurance

Adobe has a business travel insurance policy which provides you with three times your salary, up to a maximum of U.S. \$500,000. The program pays benefits if you die or become disabled as a result of an accident while travelling on business for Adobe. The business travel insurance also includes a global medical program that covers any medical emergency for up to US \$250,000 per accident/emergency. No evidence of insurability is required for this insurance.

^{*}Employees required to work at least 15 hours per week to be eligible for benefits program stated in this document.
[^]Suicide is an exclusion in the Life insurance policy.

Korea Paid-Temp Benefits Summary (Cont.)

Time Off

Public Holidays

Adobe recognises officially published local public holidays. Refer to the Korea Holiday schedule on Inside Adobe for specific dates.

Annual Leave

1st year 20 days per annum, increasing by one day on each anniversary up to a maximum cap of 30 days. Must be use in year granted (the “Permitted Year”) or is forfeited without compensation, except as set forth under the law.

Menstrual Leave

One day paid menstrual leave per month granted to female employees who feel considerably difficult working during their menstrual period.

Sick Leave

Statutory.

Maternity Leave

Female employees who are having a baby or who are adopting a child under one year of age are eligible for 182 calendar days of Adobe-paid maternity leave which comprises of 90 days of statutory maternity leave and 92 days of additional maternity leave. The 182 calendar days are inclusive of rest days, off days and public holidays. Refer to the Maternity and Paternity Leave Policy for more details.

Paternity Leave

Male employees who are having a baby or who are adopting a child under one year of age are eligible for 10 working days at 100% of the regular salary. Refer to the Maternity and Paternity Leave Policy for more details.

Bereavement Leave

Employees may take up to four continuous weeks of paid time following the death of an immediate family member:

- Spouse/common law partner, parents, siblings and children
- Spouse/common law partner’s parents, siblings and children
- Grandparents
- Grandchildren

Marriage Leave

Five paid business days.

Parent’s 61st Birthday Leave

One paid business day.

Fertility Treatment Leave

Three paid business days.

Other Benefits

Congratulatory Money

Adobe provides when the below events have happened:

- Employee Birthday: KRW 50,000 (taxable)
- 61st Birthday (Parent): KRW 300,000
- 61st Birthday (Parent in Law): KRW 300,000
- Employee’s Marriage: KRW 500,000
- Employee’s Baby Birth: KRW 100,000
- Lunar New Year: KRW 150,000 (taxable)
- Choo Sok: KRW 150,000 (taxable)

Bereavement Money

- Employee: KRW 2,000,000
- Spouse: KRW 1,000,000
- Children: KRW 500,000
- Parents: KRW 500,000
- Parents in Law: KRW 400,000
- Grand Parents: KRW 200,000
- Siblings: KRW 200,000

Employee Purchase Program

Program enables employees to purchase Adobe software at discount prices.

Korea Paid-Temp Benefits Summary (Cont.)

Reimbursement Process

There are different allowances in Korea. All taxable benefits will be included in the tax filing. Please follow the claim processes described below:

Allowances	Taxable	Reimbursement Process
Employee Birthday	Yes	Via Payroll
Lunar New Year & Choo Sok	Yes	Via Payroll
Outpatient Allowance	Yes	Via My Adobe Benefits. Administered by Marsh and reimbursed by Payroll

