



# Adobe Brazil

## Child Care Allowance

### Effective January 1, 2020

#### **Objective:**

The purpose of this document is to outline the procedures for granting Childcare allowance benefits for Adobe employees in Brazil.

#### **Eligibility:**

All Adobe employees hired under CLT by Adobe Brazil with dependent children up to 60 months of age.

#### **Description:**

As agreed upon in the Union Agreement, the company will offer to all eligible employees a monthly Childcare Allowance, as dictated by the following terms:

- I. The reimbursement will be granted to female and male employees who have children placed in a day-care or similar institution of the employee's choice, or under the care of a professional, regularly registered as self-employed or duly registered babysitter.
- II. The reimbursement will be as follows:
  - a. For each child up to 24 (twenty-four) months of age: 40% (forty percent) of the salary established in Clause "Normative Salaries", subparagraph "B",
  - b. For each child with 24 (twenty-four) months and one day, and up to 60 (sixty) months of age - 35% (thirty-five percent) of the salary above mentioned
- III. The benefit will not be cumulative in the event that both spouses are employed by the company and the couple shall inform Adobe which one will be entitled to the benefit.

The benefit will be calculated based on the category's normative salary and cannot be changed during the applicable period.

#### **How to Request Reimbursement**

To submit incurred expenses for reimbursement, submit your claim through the [My Adobe Benefits](#) portal. Note: you must add your dependent child(ren), if not done previously, and upload their birth certificate.

- Log onto [My Adobe Benefits](#) via Single Sign On.
- Select “Your Dependents” on the left.
- Click “Edit Dependent Details” and select “Add a Dependent” if necessary
- Click Make a Claim
- Upload and attach scanned required documentation/receipts
- Complete the required fields and click Next

Reimbursements will be issued through Adobe Payroll after you submit all receipts and your claim is fully approved.

Depending on your claim submission and approval dates, you'll receive your reimbursement in accordance with normal pay periods and timelines.

You must submit your reimbursement claims to My Adobe Benefits with all required documentation for claims incurred by **December 30**. Any claims submitted after December 30 will be reimbursable from future allowance.

Note: after the eligible employee presents all required documentation (Appendix A) and considering the nature of the payment, the benefit does not constitute as regular salary by effect of social charges and labor rights.

### **Have Questions?**

Contact **My Adobe Benefits**

Phone: 1-213-325-6437

4:30am to 2pm BRT (Sao Paulo) or

Email: [adobebenefits@thomsons.com](mailto:adobebenefits@thomsons.com)

## Appendix A

The following documents are required before your claim will be approved:

- (i) The child's birth certificate to confirm the child's age;
- (ii) For childcare institutions: Declaration with the "CNPJ" of the institution, name of the institution, monthly cost and proof of child's enrolment date and;
- (iii) For Babysitter or Care Provider: Copy of documents for the babysitter registry, containing document number, picture, proof of work as nanny, "CPF", copy of INSS collection duly completed and paid.
- (iv) The monthly expense receipts of a) day-care or similar institution; b) documentation stating the payment of a professional regularly registered as self-employed or duly registered as babysitter. The expense receipts must be provided by the employee monthly up to the 60<sup>th</sup> month of his/her child.