



Romania Family Leave Policy
ADOBE ROMANIA CONFIDENTIAL

Adobe Systems Romania S.R.L. ("Adobe") is taking progressive steps to assist employees during significant life events. Effective August 1, 2022 Adobe will offer eligible employees enhanced benefits (including company-paid time off or additional payments) for Maternity, Partner, Childcare and Adoption Leaves. These leave benefits are intended to allow employees paid-time off to bond with their child before returning to work. These benefits are available to eligible employees only and the policy may be modified or canceled at the discretion of Adobe, subject at all times to legal requirements.

When the provisions of this Policy could be construed as applicable to both parents, in case both parents of the child are Adobe employees, only one of them will be entitled to the enhanced benefits.

ADOBE ENHANCED MATERNITY LEAVE

Adobe provides enhanced statutory maternity leave. Please refer to the [Internal Regulations](#) on leave of absence for pregnancy and child birth or for shortened hours before childbirth.

Eligibility

Regular female employees (including Interns, and Adobe paid temps) who give birth and who benefit of the statutory maternity leave are eligible.

Entitlement

You are eligible for the statutory maternity leave of eighteen (18) weeks (126 calendar days) of maternity leave. As a rule, 9 weeks (63 days) are offered as prenatal and 9 weeks (63 days) postnatal. The statutory maternity leave may be taken in unequal periods (before / after birth), depending on the medical recommendation and the mother's option, with at least 6 weeks (42 calendar days) mandatory to be taken after the birth. Maternity benefits are paid by Adobe while partially covered by the National Health Insurance ("NHI").

The gross monthly amount of the NHI maternity benefit/indemnity is equal to 85% of the average monthly income¹ in the last 6 months (including actual salary, allowances and commissions which are deemed salaries revenues), capped at 12 times the minimum monthly gross salary in Romania. The NHI maternity benefit is payable for eighteen (18) weeks (126 calendar days). Adobe tops up NHI benefits up to 100% of base salary for the entire duration of the maternity leave (of maximum 18 weeks), bearing the added difference from the company budget.

Benefits during an Enhanced Maternity Leave

- After the birth, enroll your dependent by submitting a Benefits Change Request in Workday within the first 30 days after the birth of the child for medical insurance and tax purposes.
- While on Maternity 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 maternity leave.
- Your health benefits (Medical Insurance and Dental Plan) will be maintained for the entire duration while on Maternity Leave, including the tax on benefit in kind will be applied during your leave.
- If you do not return to work with Adobe following your absence on maternity leave, these insurance and health benefits will cease as of the last of day of your maternity leave.
- You continue to accumulate paid time off while you are on maternity leave.

¹ average monthly income is calculated based on the gross monthly income constituting the taxable income in the last 6 months



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ADOBE PARTNER LEAVE

Eligibility

All employees (including Interns and Adobe paid temps) whose partner is giving birth to a newborn child, employees whose partner benefits of an adoption leave and employees who adopt a child are eligible.

Entitlement

Eligible employees may take up to sixteen (16) weeks of Adobe partner leave at 100% of your monthly base salary.

The 16 weeks are inclusive of public holidays. This time will run concurrently with and include any other leave for which you are eligible and/or any state-mandated leave provisions effective participation in the care of the newborn or adopted child, including the statutory paternity leave (Romanian, *concediu paternal*), statutory childcare leave or statutory adoption leave. This time will not include the one-month childcare leave of the "other parent", provided that the partner does not to take such one-month of childcare leave within the mentioned 16 weeks.

The 16 weeks must be taken in one continuous block and must start and finish at any time within the first 6 months following the birth or adoption placement of the child at which point any untaken leave will be forfeited. Upon termination of employment for any reason, the employee will not be paid for any unused Adobe Partner leave which was due to them. This will not affect any statutory childcare leave, if you still fulfil the eligibility requirements provided by the law to enter into / return to such leave.

You can choose to start your Adobe Partner leave:

- from the date of the child's birth or adoption (whether this is earlier or later than expected) or where you are working on that day, on the following day;
- from a chosen number of days or weeks after the date of the child's birth or adoption (whether this is earlier or later than expected); or
- from a chosen date which is after the first day of the expected week of childbirth or adoption.

Only one period of leave will be available to you 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.

Benefits during an Partner Leave

- While on Partner 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 partner leave.
- Your health benefits (Medical Insurance and Dental Plan) will be maintained for the entire duration while on Partner Leave, including the tax on benefit in kind will be applied during your leave.
- If you do not return to work with Adobe following your absence on partner leave, these insurance and health benefits will cease as of the last of day of your leave.
- You continue to accumulate paid time off while you are on partner leave.



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ADOBE ENHANCED CHILDCARE LEAVE

Eligibility

Regular employees (including Interns and Adobe paid temps) who give birth to a baby or adopt / have been given custody in view of adoption / have the child in placement (including emergency placement, except for professional placement for children who are not of his/her own) for a child under the age of two² years and who apply for and benefit of statutory childcare leave are eligible.

The provisions included in the Adobe Enhanced Childcare Leave section are not applicable to the Legal Childcare Leave for the "other parent" who takes the minimum one month of leave, provided that the "other parent" does not take the one month of leave within the 16 weeks term provided at the section "Adobe Enhanced Partner Leave".

Entitlement

You are eligible for statutory childcare leave of up to the age of two (2) of the child or three (3) years in case the child has any eligible certified disability. Either parent can apply for statutory childcare leave at one time. Out of the total extend of the childcare leave, one (1) month is reserved for the other parent.

Adobe will top up the pay for the employee giving birth and who takes extended childcare leave for the first eight (8) consecutive weeks while employee is on statutory Childcare Leave. The top-up pay will be offered up to a maximum daily amount of 15% of employee's daily base salary. These eight (8) weeks will run concurrently with any other leave for which you are eligible and/or any state-mandated leave provisions for raising children, including the statutory time for childcare (Romanian, *concediu crestere copil*).

Adobe will calculate and pay the top-up in one installment, on the last payroll before the employee starts childcare leave. If you return to work earlier than the eight (8) weeks of enhanced Childcare leave, your enhanced leave benefits will cease and Adobe reserves the right to recalculate the entitlement for the period employee was on childcare leave and, within the limits permitted by the law, make any necessary adjustments in next payroll cycle.

You are entitled to Adobe Enhanced Childcare Leave only once for the same child or same birth, irrespective of the number of children born in the same time.

Benefits during an Enhanced Childcare Leave

- Your health benefits (Medical Insurance and Dental Plan) will be maintained for the entire duration while on Childcare Leave, including the tax on benefit in kind will be applied during your leave. If you do not return to work with Adobe following your absence on childcare leave, these insurance benefits will cease as of the last of day of your childcare leave.
- Where your paid leave reduces to no salary or bonus applied, tax for health benefits will be collected in the next available payroll cycle.
- No type of paid leave accumulates while you are on childcare leave.





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ADOBE ADOPTION LEAVE

Eligibility

Regular employees (including Interns and Adobe paid temps) who are adopting a child under the age of eighteen (18) years old and who apply for and benefit of statutory adoption leave are eligible.

Entitlement

If you adopt a child younger than two (2) years of age, you are eligible for statutory childcare leave of up to the age of two (2) of the child or three (3) years in case the child has any eligible certified disability. Depending on fulfillment of the applicable legal conditions, you may also be eligible for statutory adoption leave. For clarity, by law, the entitled person cannot benefit of the statutory adoption leave (Romanian, *concediu de acomodare*) in the same time with the statutory childcare leave for a child under the age of two³ years.

If you adopt a child that is older than two (2) years of age, you may be eligible for statutory adoption leave.

Statutory adoption leave is offered for up to one (1) year, starting with the day after the date on which the court ruling on granting custody of the child to the adoptive parent for the purpose of adoption is enforced ("Adoption Date"). Statutory adoption leave pay amounts to 3.4 x ISR (Reference Social Index).

You are entitled to Adobe Adoption Leave only once for the same child.

Benefits during an Adoption Leave

- Private health benefits (Medical Insurance and Dental Plan) will be maintained for the entire duration while on Adoption Leave, including the tax on benefit in kind will be applied during your leave. If you do not return to work with Adobe following your absence on adoption leave, these insurance benefits will cease as of the last of day of your adoption leave.
- No type of paid leave accumulates while you are on adoption leave.



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INITIATING AN ADOBE ENHANCED MATERNITY/PARTNER/CHILDCARE/ADOPTION LEAVE, RETURNING TO WORK AND REINSTATEMENT

In order to help minimize business disruption and as eligibility condition, you should notify your manager of your leave plans in writing, at least four months in advance of entering the maternity leave and also if intending to take childcare leave, and two months in advance if intending to take Partner leave. If that amount of notice is impractical (e.g. premature birth), you should provide as much notice as is practical under the circumstances.

Adobe Enhanced Maternity Leave

1. Notify your manager about your pregnancy in accordance with the law and about your planned maternity leave;
2. Send a scanned copy of the medical certificates issued by the doctor to your Employee Resource Center and drop the original copy in the ERC mailbox;
3. Request your maternity leave via [Workday](#).

Adobe Partner Leave

1. You should confirm your Partner leave dates with your manager at least 60 days before the due date, in writing. If there have been any changes to the dates, you should tell your manager as soon as possible and notify the Employee Resource Center;
2. Request leave via [Workday](#).

Adobe Enhanced Child Care Leave

1. Request your child care leave (including the enhanced child care leave, if the case) through [Workday](#) and provide a copy of the birth certificate of the child or in case of adoption, copy of the certificate of the court registry based on which the court ruling on granting custody of the child to the adoptive parent for the purpose of adoption is enforced and the document attesting that the child has moved with the adoptive parent / family.
2. File documentation with state authorities in order to receive eligible statutory benefits.
3. Four weeks before the end of your childcare leave, request to return to work through [Workday](#) and submit it to Adobe for approval.

Adobe Adoption Leave

1. Request your adoption leave through [Workday](#) (together with the certificate of the court registry based on which the court ruling on granting custody of the child to the adoptive parent for the purpose of adoption is enforced and the document attesting that the child has moved with the adoptive parent / family) and submit it to Adobe for approval;
2. File documentation with state authorities in order to receive eligible statutory benefits.



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3. One week before the end of your adoption leave, request to return to work through [Workday](#) and submit it to Adobe for approval.

DISCLAIMER

Additional documentation and certification may also be required. Failure to return within three days of the specified return to work date (without any justified and objective grounds, such as entering in any other leave provided by the law), accepting other employment (including self-employment) for compensation while on any Adobe enhanced leave, or falsifying any information about the leave, including dates and reasons for the leave, will be considered grounds for termination of the Adobe benefit, as well as recovery of amounts paid by Adobe under this Guideline and, if the case, a serious disciplinary misconduct and may lead to disciplinary sanctions, including up to disciplinary termination of employment, in accordance with the law.

Nothing in this Guideline / internal policy will hinder or prejudice any rights provided by the law related to maternity, Partner, childcare or adoption leave to the benefit of the employees. As a consequence, for the avoidance of any doubt, the eligible employees will have the right and not the obligation to access the Adobe enhanced leaves and benefits provided in this Guideline.

Any discrepancies between this Guideline and Internal Regulation (with the exception of the amount of leave granted and payment during said leave), the Internal Regulation will prevail.

Adobe reserves the right to make necessary adjustments to this policy, either based on legal requirements or its own internal discretionary policy changes. Adobe may unilaterally amend, withdraw or take any action with respect to this Guideline anytime during its applicability period and there is no obligation for Adobe to maintain or prolong this Guideline for a certain period of time.