UK Family Leave Policy

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Overview

Adobe Systems Europe Limited and Workfront Limited ("Adobe") offer enhanced family leave and pay to eligible employees to supplement certain family leave provided under UK law. This enables employees to take more time to bond with their child before returning to work.

This policy applies only to Adobe employees (as defined above), including Adobe-paid temps. It does not apply to agency workers or self-employed contractors, or employees of other Adobe group companies. It is non-contractual and discretionary in nature and can be modified or removed at any time, subject to applicable legal obligations.

Adobe Maternity Leave

Eligibility
Any employee who becomes pregnant is entitled to take Maternity Leave from Day 1 of employment.

Entitlement
All pregnant employees, from Day 1 of employment, are entitled to take up to 26 weeks' ordinary maternity leave and up to 26 weeks' additional maternity leave, making a total of 52 weeks, subject to complying with the notification requirements below. This is regardless of the number of hours they work or their length of service. Additional maternity leave begins on the day after ordinary maternity leave ends.

In addition, an employee can take up to 18 weeks' unpaid parental leave at the end of their maternity leave if they so wish. For more information on parental leave see 'Unpaid Parental Leave' section of this Policy.

Ordinary maternity leave can start at any time after the beginning of the 11th week before the employee's expected week of childbirth (unless the child is born prematurely before that date in which case it will start earlier). Maternity leave will start on whichever date is the earlier of:

- the employee's chosen start date;
- the day after the employee gives birth; or
- the day after any day on which the employee is absent for a pregnancy-related reason in the four weeks before the expected week of childbirth.

The employee must notify Adobe as soon as is reasonably practicable that she is absent for a pregnancy-related reason. The Company will write to the employee to confirm that ordinary maternity leave has started. Adobe may require any employee 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.

No employee is permitted to work during the first two weeks after giving birth. This is known as the Compulsory Maternity Leave period. Compulsory maternity leave is included in the ordinary maternity leave period and is not an additional entitlement.

Adobe hopes to remain in regular contact with the employee during Maternity Leave. While on Maternity Leave, employees will be able to take Keep-in-Touch Days if they wish, as outlined in the 'Keeping in Touch Days' section of this Policy. Holiday entitlement will continue to accrue during Maternity Leave, and employees will also be eligible on their return to work to take time-off in lieu of any bank holidays which fall during their Maternity Leave. For employees who work part time, or less than five days a week, Adobe will pro-rate number of bank holidays in each year by reference to their working hours, and then pro rate that again by reference to the duration of their leave. Employees will then be eligible to take time off in lieu of that pro-rated bank holiday entitlement.

In cases of multiple births only one period of maternity leave is available to employees.

Employees who are eligible for shared parental leave may choose to end their maternity leave and pay early and then take the rest of their maternity leave as shared parental leave. Please note employees cannot end maternity leave until at least two weeks after birth. It is important to note that employees are not entitled to claim Adobe maternity pay for any period that they take as shared parental leave. Further details and notification requirements which must be complied with can be found in the 'Shared Parental Leave' section of this Policy.

Notification

On becoming pregnant, an employee should notify their line manager and Employee Resource Center (ERC) as soon as possible. This is important as there are health and safety considerations for Adobe to consider.

At the earliest possible opportunity, but no later than the end of the 15th week before the expected week of childbirth (the 'qualifying week'), you are required to inform Adobe in writing of:

- the fact that you are pregnant and will be absent from work to have a baby;
- your expected week of childbirth;
- the date on which you intend to start Maternity leave;
- the anticipated duration of your maternity leave (you are not committed to anything by providing this estimate).

The employee must also provide a MAT B1 form, which is a certificate from a doctor or midwife confirming the expected week of childbirth. The form must have either the doctor's name and address or the midwife's name and registration number on it.

You can change your maternity leave start date, provided that you advise Adobe in writing at least 4 weeks before the new start date or, if that is not possible, as much notice as reasonably practicable. Adobe will respond in writing to your notification of leave plans within 28 days, acknowledging your intentions and advising you of the date on which your period of ordinary and additional maternity leave would end if you were to take your full maternity leave entitlement. It is assumed that every employee will take full ordinary maternity leave and additional maternity leave unless she notifies Adobe otherwise.

If you give birth before your maternity leave was due to start, you must notify Adobe in writing of the date of the birth as soon as reasonably practicable.

If you decide to return to work later than your agreed return to work date, you must give Adobe at least 4 weeks' notice, preferably in writing. Failure to return on the agreed date will be treated as unauthorized absence. Please note that it is a legal requirement that employees take their full maternity leave (ordinary leave and any additional maternity leave) in a single block. Therefore, if you stop your maternity leave, you will not be able to "re-start" it, even if you have not taken your full maternity leave entitlement. This includes stopping it to take PTO.

If you decide to return earlier than your agreed return to work date, you must give Adobe at least 8 weeks' notice of your early return, preferably in writing. If you fail to do so, Adobe may postpone your return to such a date as will give Adobe 8 weeks' notice, provided that this is not later than the expected return date.

Payment while on Maternity Leave - Statutory Maternity Pay

Statutory Maternity Pay (SMP) is payable for up to 39 weeks during maternity leave. An employee is entitled to SMP if:
you have been continuously employed by Adobe for at least 26 weeks at the end of the 'qualifying week' and you are still employed during that week;

your average weekly earnings in the eight weeks up to and including the 'qualifying week' are not less than the lower earnings limit for national insurance contributions;

- you are still pregnant 11 weeks before the start of the expected week of childbirth (or have already given birth);
- you provide a MAT B1 form stating your expected week of childbirth; and you give Adobe proper notification of your pregnancy in accordance with the rules set out above.

Statutory Maternity Pay is calculated as follows:

- for the first 6 weeks of ordinary maternity leave at 90% of normal average weekly earnings;
- for the following 33 weeks at a prescribed rate set by the Government each year.

Entitlement to SMP ceases when the employee returns to work. SMP is paid through payroll and is subject to the usual deductions where applicable. SMP will be payable even if an employee decides not to return to work after her child is born.

This is subject to applicable Government regulations at the time. If an employee does not meet eligibility criteria for Statutory Maternity Pay (SMP) you may instead be entitled to Maternity Allowance payable by your local social security office and is subject to its rules and procedures.

Payment while on Maternity Leave - Adobe Maternity Pay

Adobe enhanced maternity pay is payable to employees who qualify for SMP, as outlined above. If you are not eligible to SMP, then you are not eligible to Adobe's enhanced maternity pay.

Eligible employees will be paid at 100% of base salary (or 100% of Total Target Compensation for commissioned employees) for the first 26 weeks of maternity leave. This is inclusive of any statutory maternity pay the employee may otherwise be eligible to receive. In other words, this pay is a top-up to any statutory pay the employee is eligible to receive.

After this 26 week period expires, employees who are still on maternity leave may be eligible to receive 13 weeks' statutory maternity pay, as explained in the Statutory Maternity Pay section above, but there will be no further enhanced maternity pay notwithstanding that your maternity leave is continuing. Any maternity leave beyond 39 weeks, up the maximum of 52 weeks, would be unpaid.

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Adobe Partner Leave

Eligibility

Employees will be eligible for Adobe Partner Leave if:

- you are the father of the child or are married to/civil partner/partner of the child's mother or the child's primary adopter;
- you have worked for Adobe continuously for at least 6 months on the date the child is born;
- you are employed by Adobe up to the date the child is born (or placed with the adopter);
- you give the required notice; and
- you have or expect to have responsibility for the child's upbringing.

You must provide to the ERC a completed and signed self-certification form (HM Revenue & Customs Form SC3 Becoming a Parent) which provides evidence that you meet the eligibility conditions above.

Entitlement

Under this policy, eligible employees can take up to 16 weeks of paid Adobe Partner Leave, which is inclusive of their two weeks' Statutory Paternity Leave entitlement. Employees can take the 16 weeks in one block or can split the leave as follows:

- one week following the birth;
- the remaining 15 weeks can be taken in one block within 12 months.

Employees can only split the two weeks of statutory leave, not the Adobe enhanced leave. The 16 weeks must be taken in one continuous block and must start and finish at any time within the first 12 months following the birth or adoption placement, 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.

You can choose to start your Adobe Partner leave:

- from the date of the child's birth (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 (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.

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.

Holiday entitlement will continue to accrue during Adobe Partner leave, and employees will also be eligible upon their return to work to take time in lieu of any bank holidays which fall during their Adobe Partner leave. Please see the "Benefits Impact While on Leave" section below for further details on this.

In cases of multiple simultaneous births or adoption of siblings, only one period of Adobe Partner leave is available to employees.

Notification

The employee must notify Adobe in writing by the end of the 15th week before the expected week of childbirth (or no more than seven days after the adoption agency has notified you of being matched with a child) or as soon as is reasonably practicable, stating:

- the expected week of childbirth (or adoption);
- when you would like your paternity leave to start or confirmation of the baby's actual date of birth if you apply for leave after the birth has occurred;
- In all cases, Adobe may set requirements for the documentary evidence required at its discretion.

If you wish to change the date on which your paternity leave starts you must notify the ERC in writing at least 28 days in advance of the altered start date of your paternity leave. If it is not reasonably practicable for you to give 28 days' notice, you must give notification of the variation as soon as reasonably practicable.

You must give the Company further notice, as soon as is reasonably practicable after the child's birth, of the date on which the child was born.

Partner Leave pay
Adobe's enhanced Partner Leave is paid at 100% of base salary (TTC for commissioned employees) for the full 16 weeks. This is inclusive of any statutory paternity pay the employee may otherwise be eligible to receive. In other words, it is a top-up to any statutory paternity pay the employee is eligible to receive..

Employees who do not meet the eligibility requirements for Adobe Partner Leave may still be entitled to Statutory Paternity Leave and, where the statutory eligibility requirements are met, Statutory Paternity Pay. Details of the statutory entitlement are set out below.

Statutory Paternity Leave

Employees who do not meet the eligibility requirements for Adobe Partner Leave may still be entitled to Statutory Paternity Leave from Day 1 of employment. Statutory Paternity Pay is subject to separate statutory eligibility requirements – see below.

Eligibility
You are eligible for Statutory Paternity Leave if:

- You are the father of the child or are married to/civil partner/partner of the child's mother or the child's primary adopter;
- you are employed by Adobe up to the date the child is born (or placed with the adopter);
- you give the required notice; and
- you have or expect to have responsibility for the child's upbringing.

Entitlement
Eligible employees can take 1 or 2 weeks, flexibly in week periods within 12 months of birth.

You can choose to start your Paternity leave:

- from the date of the child's birth (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 (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.

Statutory Paternity Pay
Employees eligible for Statutory Paternity Leave may also qualify for Statutory Paternity Pay ("SPP"). An employee is entitled to SPP if:

- you have at least 26 weeks' continuous employment with Adobe by the end of the 15th week before the expected week of childbirth;
- average weekly earnings at or above the Lower Earnings Limit for National Insurance purposes;
- continued employment up to the birth or placement of the child; and
- compliance with the statutory notification requirements.

SPP is payable at the statutory rate prescribed by the Government for the relevant tax year or 90% of the employee's average weekly earnings, whichever is lower. SPP is paid through payroll and is subject to the usual statutory deductions.

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Adobe Adoption Leave

Time off for Adoption Appointments

If you are an employee of the Company, you may be entitled to time off to attend adoption appointments. If you would like more information, please contact the ERC.

You may take time off to attend an adoption appointment (an appointment arranged by the agency or at its request for you to meet the child who is to be placed with you, orfor any other purpose related to the adoption) once the agency has notified you that a child is to be placed with you but before the placement occurs.

- If you are the primary adopter (you are adopting alone or have chosen to be the primary adopter if you are adopting jointly), you may take paid time off for up to five appointments in relation to any particular placement for adoption.
- If you are the secondary adopter (you have chosen to be the secondary adopter if you are adopting jointly), you may take paid time off for up to two appointments.

You should try to arrange appointments in such a way as to minimise disruption. Please give your line manager as much notice as possible of appointments in order that, if necessary, arrangements can be made to cover your absence. If asked, you should provide evidence of all appointments to your line manager.

Eligibility

Employees who adopt, foster or who have a child through a surrogate mother may be eligible to take statutory adoption leave. To qualify for adoption leave, you must be an Adobe employee, and comply with the notification requirements below, and:

- have been matched with a child under 18 to be placed with you by a UK adoption agency;
- have worked continuously for Adobe for at least 26 weeks ending with the week (beginning on Sunday and ending on Saturday) in which you were notified of having been matched with the child; and
- have notified the agency that you agree that the child should be placed with you and the date of such placement.

You must provide the Company a signed self-certificate stating that you meet these eligibility conditions. In any particular case, the Company may require additional evidence from you in relation to the adoption before entitlement to adoption leave arises.

Only one period of adoption leave will be available per adoption arrangement, irrespective of whether more than one child is placed for adoption as part of the same arrangement.

The right to take adoption leave does not apply to foster parents who adopt existing foster children or to persons adopting step- children.

If you are adopting from overseas, then different rules apply. Please contact ERC for further details.

Adoption Leave entitlement

In summary, Statutory Adoption Leave allows eligible employees who comply with the notification requirements below to take up to:

- 26 weeks of Ordinary Adoption Leave; and
- 26 weeks of Additional Adoption Leave, if you meet the additional criteria below.

You are entitled to additional adoption leave in respect of a child if:

- the child was placed for adoption;
- you took ordinary adoption leave in respect ofthat child; and
- the ordinary adoption leave did not end prematurely by reason of dismissal or a disrupted placement.

If you begin a period of adoption leave before the placement and are then told the placement will not be made, or during adoption leave the child dies or returns to the adoption agency then the leave and statutory adoption pay will normally finish eight weeks after the end of the week in which the disruption took place or the 26 week statutory adoption pay period if sooner.

Only one parent can take adoption leave. If an employee's spouse or partner takes adoption leave with their employer, the other parent will not be entitled to adoption leave but may be entitled to partner leave and Adobe partner pay. It is not possible for the same parent to benefit from both maternity or adoption leave and partner leave for the same child.

Adoption leave can start up to 14 days before the date the child starts living with the employee (UK adoptions), when the child arrives in the UK, within 28 days of this date (overseas adoptions) or the day the child's born or the day after (if the employee used a surrogate to have a child).

While on adoption Leave, employees will be able to take Keep-in-Touch Days if they wish, as outlined in the 'Keeping in Touch Days' section of this Policy. Holiday entitlement will continue to accrue during adoption leave, and employees will also be eligible on their return to work to take time in lieu of any bank holidays which fall during their adoption Leave. For employees who work part time, on less than five days a week, Adobe will pro-rate number of bank holidays in each year by reference to their working hours, and then pro rate that again by reference to the duration of their leave. Employees will then be eligible to take time off in lieu of that pro-rated bank holiday entitlement.

Notification

Within 7 days of the date on which you are notified of having been matched with a child, or if this is not reasonably practicable as soon as is reasonably practicable, employees must notify Adobe in writing:
that you intend to take adoption leave;

- the leave start date;
- the 'date of placement' - the date the child is expected to be placed with the employee.

The employee must give Adobe proof of adoption. The proof must show:

- employee name and address and that of the agency
- the match date - e.g. the matching certificate
- the date of placement - e.g. a letter from the agency
- the relevant UK authority's 'official notification' confirming they're allowed to adopt (overseas adoptions only)
- the date the child arrived in the UK- e.g. plane ticket (overseas adoptions only).

In a surrogacy case, the employee must tell Adobe of your intention to take adoption leave and give the expected week of childbirth. You must give this information by the end of the 15th week before the expected week of childbirth, or if that is not reasonably practicable, as soon as you can. When the child is born you must tell Adobe the date of birth.

You must give the Company further notice in writing, as soon as is reasonably practicable after the placement, of the date on which the child was placed.

You are permitted to change your adoption leave start date, provided that you advise Adobe in writing at least 4 weeks before the new start date or, if that is not possible, as much notice as reasonably practicable. The Company will formally respond in writing to your notification of leave plans within 28 days, confirming the date on which your application leave will end, assuming additional adoption leave is taken and when you are expected to return to work. Where you alter that start date of adoption leave by notifying Adobe as set out above, Adobe will notify the altered end date for adoption leave to you within 28 days of receipt.

If the baby is born (surrogacy) or the adopted child is placed before your adoption leave was due to start, you must notify Adobe in writing of the date of the birth/placement as soon as reasonably practicable.

If you decide to return to work later than your agreed return to work date, you must give Adobe at least 4 weeks' notice, preferably in writing. Please note that it is a legal requirement that employees take their full adoption leave (ordinary leave and any additional adoption leave) in a single block and therefore, if you take annual leave any point during your adoption leave or otherwise stop your leave, you will not be able to re-start your adoption leave.

If you decide to return earlier than your agreed return to work date, you must give Adobe at least 8 weeks' notice of your early return, preferably in writing. If you fail to do so, Adobe may postpone your return to such a date as will give Adobe eight weeks' notice, provided that this is not later than the expected return date.

Payment while on Adoption Leave

Adobe offers employees who are eligible to statutory adoption pay (see below) enhanced adoption pay at 100% of base salary (or 100% of Total Target Compensation for commissioned employees) for the first 26 weeks of adoption leave. This is inclusive of any statutory adoption pay the employee may otherwise be eligible to receive.

After this 26 week period expires, enhanced adoption pay ends. After this time, employees who are still on adoption leave may be eligible to receive 13 weeks' statutory adoption pay, as explained in the Statutory adoption pay section above. Any continuing period of adoption leave after this point, up the maximum of 52 weeks, would be unpaid.

In broad terms, you will be eligible for Statutory Adoption Pay ("SAP") - and therefore the enhanced Adobe adoption pay - if:

- you have 26 weeks' continuous employment with Adobe ending with the week (beginning on Sunday and ending on Saturday) in which the employee was notified of having been matched with the child;
- you have average weekly earnings at or above the lower earnings limited of National Insurance;
- you will be the primary adopter of a newborn or child under the age of 18 who is to be adopted, or fostered with a view to adoption, or you expect to be given parental responsibility of a child born as a result of surrogacy, with a UK adoption agency;
- you have notified the agency that they agree that the child should be placed with them and the date of such placement;
- you have notified Adobe of when you want to receive SAP at least 28 days before the date they want it to begin;
- you do not have a partner who, at the time the employee is designated as the primary adopter, is or will be on maternity or adoption leave (other than any period of compulsory maternity leave);
- you have declared in writing that you have chosen to receive SAP and have not received (or applied for) Adobe partner leave (see above).

If you are adopting from overseas, then different rules apply. Please contact the ERC for further details.

A primary adopter is the parent who takes primary responsibility for care of their child during the typical Adobe work hours. Only one parent can be designated as a primary adopter for each birth or adoption (including multiple births or adoptions).

Employees who are not eligible for statutory adoption pay or Adobe adoption pay may be entitled to unpaid statutory adoption leave. If you think this may apply to you please contact the ERC.

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Shared Parental Leave (ShPL)

Shared parental leave (ShPL) gives you and your partner more flexibility in how to share the care of your child in the first year after birth or adoption, than if you were simply taking maternity/adoption or paternity leave. If you are both eligible, you will be able to choose how to split the available leave between you, and can decide to be off work at the same time or at different times. You may be able to take leave in more than one block.

Eligibility

It is important to note that employees are not entitled to claim enhanced Adobe maternity, adoption or paternity pay for any period that they take, or give to their partner, as shared parental leave. Employees will therefore usually find it more beneficial to exhaust such entitlement before taking, or giving their co-parent, shared parental leave.

To qualify for ShPL, employees must share responsibility for the child with one of the following:

- their husband, wife, civil partner or joint adopter;
- the child's other parent;
- their partner (ifthey live with them).

Employees or their partner must be eligible for maternity pay or leave, adoption pay or leave or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements.

Eligible employees must also:

- have worked for Adobe continuously for at least 26 weeks by the end ofthe 15th week before the due date (or date they are matched with their adopted child);
- still be employed by AdobewhiletheytakeShPL;
- provide the correct notice including a declaration that their partner meets the employment and income requirements which allow them to get ShPL; and
- their partner must meet the "employment and earnings test". Broadly this means they must in the 66 weeks leading up to the child's expected due date have worked for at least 26 weeks and earned an average of at least £30 a week in any 13 of those weeks.

Entitlement

The total amount of ShPL available is 52 weeks, less the weeks spent by the employee on maternity or adoption leave.

If an employee is eligible they can end maternity or adoption leave and pay (or maternity allowance) early so they or their partner can:

- take the restofthe 52 weeks of leave (up to a maximum of 50 weeks) as Shared Parental Leave (ShPL);
- take the rest of the 39 weeks of statutory maternity/adoption pay (up to a maximum of 37 weeks) as Statutory Shared Parental Pay (ShPP) (a mother must take a minimum of 2 weeks' maternity leave following the birth).

ShPL and ShPP must be taken between the baby's birth and first birthday (or within 1 year of adoption). Any ShPL not taken by the first birthday is lost.

ShPL entitlement is additional to your ordinary paternity leave entitlement. Unlike maternity leave, time spent on ordinary paternity leave does not reduce the amount of ShPL available.

If you are the child's mother, you cannot start ShPL until after the compulsory maternity leave period, which lasts until two weeks after birth.

Shared Parental Leave Pay
Eligible employees may be entitled to take up to 37 weeks of ShPP while taking ShPL.

ShPP for eligible employees is paid either at a prescribed rate which is set by the Government for the relevant tax year or 90% of an employee's average weekly earnings, whichever is lower. This rate is not enhanced by Adobe.

To claim ShPP you, as the employee, must further satisfy each of the following criteria:

- if you are the mother you must be/have been entitled to SMP and must have reduced your SMP period;
- you must intend to care for the child during the week in which ShPP is payable;
- you must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before
- the child's expected due date not less than the lower earnings limit in force for national insurance contributions;
- you must remain in continuous employment until the first week of ShPP has begun and then must be
- absent from work;
- you must as the employee give proper notification in accordance with the rules set out below.

Notification - Opting into Shared Parental Leave
If you yourself wish to take shared parental leave from Adobe, you must give us a written opt-in notice not less than eight weeks before the date you intend your ShPL to start, giving:

- your name and the name ofthe other parent;
- if you are the child's mother, the start and end dates of your maternity leave;
- if you are taking adoption leave, your adoption leave start and end dates;
- if you are the child's father or the mother's partner, the start and end dates of the mother's maternity leave;
- if your partner is taking adoption leave, your partner's adoption leave start and end dates, the start and end dates of their SAP;
- the total SPL available, which is 52 weeks minus the number of weeks' maternity leave, SMP, maternity allowance or adoption leave period taken or to be taken;
- how many weeks of the available ShPL will be allocated to you and how many to the other parent (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- if you are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of the SMP, maternity allowance or adoption pay period taken or to be taken);
- how many weeks of available ShPP will be allocated to you and how much to the other parent (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave. This indication will not be binding at this stage, but please give as much information as you can about your future intentions; and
- declarations by you and the other parent that you both meet the statutory conditions to enable you to take ShPL and ShPP, that the information you have given is accurate and that if you should cease to be eligible you will immediately inform Adobe.

You, as the employee, must also provide Adobe with a signed declaration from your partner confirming:
their name, address and national insurance number (or a declaration that they do not have a national insurance number);
that they are the mother or father of the child, or the partner of the mother;
that they satisfy the "employment and earnings test", and had at the date of the child's birth the main responsibility for the child, along with you;

- that they consent to the amount of ShPL you intend to take;
- that they consent to Adobe processing the information contained in the declaration form; and
- that they will immediately inform you should they cease to satisfy the eligibility conditions.

Notification - Opting out of Maternity/Adoption Leave

If you are the child's mother or primary adopter and want curtail your maternity or adoption leave to either take shared parental leave yourself or transfer it to your co-parent, you must give us at least eight weeks' written notice to end your maternity/adoption leave (a curtailment notice) before you or your co-parent can take ShPL. The notice must state the date your maternity/adoption leave will end. You can give the notice before or after you give birth/adopt the child, but you cannot end your maternity/adoption leave until at least two weeks after birth/adoption.

You must also give us, at the same time as the curtailment notice, either a notice to opt into the ShPL scheme if you intend to take ShPL yourself, or a written declaration that the other parent has given their employer an opt-in notice and that you have given the necessary declarations in that notice.

The other parent may be eligible to take ShPL from their employer before your maternity/adoption leave ends, provided you have given the curtailment notice.

The curtailment notice is binding and cannot usually be revoked. You can only revoke a curtailment notice if maternity/adoption leave has not yet ended and one of the following applies:

- if you realise that neither you nor the other parent are in fact eligible for ShPL or ShPP, in which case you can revoke the curtailment notice in writing up to eight weeks after it was given;
- in the case of maternity leave, if you gave the curtailment notice before giving birth, you can revoke it in writing up to six weeks after birth; or
- ifthe other parent has died.

Once you have revoked a curtailment notice you will normally be unable to opt back into the ShPL scheme.

If you are not the mother/primary adopter, but they are still on maternity/adoption leave or claiming SMP/SAP or Maternity allowance, you will only be able to take ShPL once that person has either:
returned to work;

- given their employer a curtailment notice to end their maternity/adoption leave;
- given their emplayer a curtailment notice to end their SMP/SAP (if they are entitled to SMP/SAP); or
- given the benefits office a curtailment notice to end their maternity allowance (ifthey are not entitled to maternity leave or SMP).

Adobe may, within 14 days of the ShPL entitlement notification being given, request:

- in the case of birth, a copy oft he birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth);
- in the case of adoption, one or more documents from the adoption agency showing the agency's name and address and the expected placement date; and
- The name and address of the other parent's employer (or a declaration that they have no employer).

In order to be entitled to ShPL, you must produce this information within 14 days of Adobe's request.

Neonatal Care Leave

Neonatal care is specialised medical care provided in hospitals for babies born prematurely or with health complications. It does not include routine check-ups or appointments for more minor health matters.

Eligibility

Employees will be eligible for neonatal care leave if:

- You are the baby's parent or the partner of the baby's mother;
- At the time of birth, you have or expect to have main responsibility for the upbringing of the baby; and
- You are taking the leave to care for the baby.

Entitlement

An employee will be entitled to neonatal care leave if the neonatal care:

- Begins within 28 days from the baby's birth, counting from the day after the baby is born; and
- Continues without interruption for at least 7 days, beginning on the day after neonatal care starts.
- Adobe understands that there may be times you want to take time off to spend time with your baby in hospital before you become eligible for neonatal care leave. We would encourage you to speak to ERC about this when your baby first begins receiving neonatal care.

How much leave can be taken?

You are entitled to one week of neonatal care leave for each full week your baby receives neonatal care, beginning the day after neonatal care starts. For example, if your baby is admitted to neonatal care on 15 April, and is discharged on 23 April, you will be entitled to one week of neonatal care leave.

The maximum amount of time you can take as neonatal care leave is 12 weeks. For parents of twins or other multiple births, the maximum entitlement remains 12 weeks even if both or all children require neonatal care.

Entitlement to neonatal care leave will be in addition to any Adobe Partner Leave (if eligible).

When can the leave be taken?

Neonatal care leave must be taken within 68 weeks of birth.

In the majority of cases, neonatal care leave will be taken at the end of any other family leave and when the child is no longer receiving neonatal care. However, neonatal care leave can be used flexibly alongside other family leave.

Neonatal care leave could be taken either:

- Discontinuously in blocks of one week or more - this is only possible where the baby is still receiving care (and up to a week post discharge). This leave is more likely to be taken by the mother's partner, as the mother will usually be on maternity leave; or
- In one continuous block - this is only possible where the baby is no longer receiving neonatal care. This leave can be 'tagged on' to the end of any other family leave.

Notification

An employee must provide Adobe with notice of an intention to take neonatal care leave by confirming the following:

- The baby's date of birth;
- The start date (or dates) of neonatal care;
- The date neonatal care ended (if applicable);
- The date on which you want to take the leave;
- The number of weeks of neonatal care leave you want to take; and
- That you are eligible to take the leave.

The amount of notice required depends on when the leave is taken:

- If your baby is receiving neonatal care, notice should be given before you are due to start work or as soon as possible.
- If you baby is no longer receiving neonatal care:
- and you are entitled to one week's leave, you should tell us 15 days before you would like the leave to start, or
- and you are entitled to two or more weeks' leave, you should tell us 28 days before you would like the leave to start.
- Where you have given notice and:
- neonatal care is continuing, you should tell us as soon as possible when the care ends; or
- neonatal care is not continuing at that time, but your baby begins to receive neonatal care again within 28 days of birth, you should tell us as soon as possible.

Payment while on Neonatal Leave - Statutory Neonatal Care Pay

Statutory neonatal care pay (SNCP) is payable for up to 12 weeks during neonatal care leave. An employee will be entitled to SNCP if you:
have been continuously employed by Adobe for 26 weeks by the end of the 15th week before the expected week of childbirth;
had average weekly earnings of not less than the lower earnings limit for National Insurance Contributions for a period of 8 weeks ending with the 15th week before the expected week of childbirth; and
you give Adobe proper notification of your intention to take neonatal care leave in accordance with the rules set out above.

SNCP is payable at a flat rate which is set by the Government or 90% of your average weekly earnings if less.

Entitlement to SNCP ceases when the employee returns to work. SNCP is paid through payroll and is subject to the usual deductions where applicable. SNCP will be payable even if an employee decides not to return to work after her child is born.

Unpaid Parental Leave

Eligible employees may take unpaid parental leave either directly following a period of maternity, adoption, paternity or shared parental leave, or separately up to their child's 18th birthday.

Employees entitled to Adobe maternity, adoption or paternity leave and pay will usually find it more beneficial to exhaust that entitlement before taking unpaid parental leave.

The right is an individual right, so both parents are entitled to parental leave.

Eligibility

- Employees qualify if all of these apply:
- they are named on the child's birth or adoption certificate or they have or expect to have parental responsibility
- they have or expect to have parental responsibility
- they are not a foster parent (unless they have secured parental responsibility through the courts)
- the child is under 18 and
- they are taking the leave to spend time with or otherwise care for the child.

Entitlement

Employees are entitled to 18 weeks' unpaid leave for each child and adopted child, up to their 18th birthday. The limit on how much parental leave each parent can take in a year is 4 weeks for each child. Employees must take unpaid parental leave as whole weeks (e.g.1 week or 2 weeks) rather than individual days, unless the child is disabled. Employees do not have to take all the leave at once. A 'week' equals the length of time an employee normally works over 7 days. If you choose to take part of a week as parental leave, this will count as a whole week and will be deducted from the total period of leave.

For part-time employees, parental leave will be calculated on a pro rata basis.

Notification

Employees must give 21 days' written notice before their intended start date. Employees must confirm the start and end dates in their notice.

Postponement of Parental Leave

Adobe has the right to postpone your leave for up to six months from the original proposed date of commencement of the period of leave, depending on the needs of the business. Where it is necessary for Adobe to postpone your leave in this way, Adobe will give notice of this fact to you within seven days of receipt of your written request for leave. If your leave is postponed Adobe will confirm the date on which your leave may be taken.

Your rights on returning from Parental Leave

Where the period of leave taken is four weeks or less, you are entitled to return to the same job you held before commencing leave. If, for any reason, you are granted a longer period of leave, you will have the right to return to the same job as before or, where that is not reasonably practicable, to a similar job which is suitable and appropriate for you.

Contact

Shortly before an employee's leave starts, Adobe will discuss the arrangements for them to keep in touch during their leave, should they wish to do so. Adobe reserves the right in any event to maintain reasonable contact with the employee from time to time during the leave period. This may be to discuss the employee's plans for return to work, to discuss any special arrangements to be made or training to be given to ease the return to work or simply to update them on developments at work during their absence.

Keeping in Touch Days

Except during the first two weeks after childbirth or adoption, an employee on maternity or adoption leave can agree to work for Adobe (or to attend training) for up to 10 days during either their maternity or adoption leave without that work bringing the period of their leave to an end and without loss of pay. These are known as 'keeping-in-touch' days ("KITD"). Any work carried out on a KITD day shall constitute a day's work for these purposes and will be paid at full basic salary for that day. There will be no reduction to pay for the week in which any KITDs are worked. Any such KITD is to be agreed in advance between the employee and her line manager.

Adobe will not require the employee to carry out any work, and the employee has no right to undertake any work, during their maternity or adoption leave. Any work undertaken, is entirely a matter for agreement between Adobe and the employee. Any keeping-in-touch days worked do not extend the period of maternity/adoption leave. Once the keeping-in-touch days have been used up, the employee will lose a week's pay for any week in which they agree to work for Adobe.

Returning to Work

Returning to work following maternity or adoption leave
Subject to the employee complying with the procedures set out above, when returning from ordinary maternity leave or ordinary adoption leave the employee will be entitled to return to the same job on the same terms and conditions as if they had not been absent. If an employee takes additional maternity/adoption leave, they will be entitled to return to the same job insofar as this is reasonably practicable. If it is not reasonably practicable for Adobe to take the employee back in the original job, they will be entitled to be offered a similar job on terms and conditions which are no less favourable than the original job.

An employee will be expected to return following maternity or adoption leave on the date agreed with Adobe or, if no date is agreed, the date notified to the employee as being the end of her maternity leave period. It would, however, assist if the employee would telephone the Manager at least 2 weeks before their return, so that Adobe can ensure that arrangements are in place for their return. Failure to return on the date agreed will be treated as unauthorized absence.

If you decide to return to work later than your agreed return to work date, you must give Adobe at least 4 weeks' notice, preferably in writing. Failure to return on the agreed date will be treated as unauthorised absence. Please note that it is a legal

requirement that employees take their full maternity leave (ordinary leave and any additional maternity leave) in a single block and therefore, if you take annual leave any point during your maternity leave, you will not be able to re-start your maternity leave.

If you decide to return earlier than your agreed return to work date, you must give Adobe at least 8 weeks' notice of your early return, preferably in writing. If you fail to do so, Adobe may postpone your return to such a date as will give Adobe eight weeks' notice, provided that this is not later than the expected return date.

No employee may return to work until at least two weeks have passed from the date of the birth of her child. This is a statutory requirement.

Not returning to work following maternity or adoption leave
An employee will be expected to return on the date agreed following their leave. Failure to return on the date agreed will be treated as unauthorized absence. See notice requirements above on what to do if you decide to return to work later than your agreed return date.

If the employee decides not to return to work after maternity or adoption leave, the employee must give notice of resignation as soon as possible and in accordance with the terms of their contract of employment. If the notice period expires after maternity or adoption leave has ended, Adobe may require the employee to return to work for the remainder of the notice period.

Adobe is entitled to refuse to allow an employee to return to work if they do not return before or at the end of the maternity leave or adoption leave period.

Illness after maternity or adoption
If an employee has a medical condition that prevents them from returning to work on the agreed date, they should send a medical certificate to Adobe as soon as possible. The employee will be treated as having returned from leave on the agreed date and treated the same as any other employee on sick leave. The normal contractual arrangements for sickness absence will therefore apply.

Benefits Impact While on Leave

Unless specifically outlined in a separate paragraph within this policy, all UK benefits including except for those relating to remuneration, remain unchanged during maternity, adoption, paternity, shared parental leave. Your period of continuous employment with Adobe continues while you are on such leave.

Annual Leave

Annual leave continues to accrue during maternity, adoption, partner, shared parental leave and unpaid parental leave. Accrued annual leave should be taken either before commencement of, or immediately at the end of the leave period. Where this leave falls over from one calendar year to the next, annual leave can be carried over but must be taken immediately at the end of the leave period, prior to the employee's return to work.

There will be no payment in lieu of untaken annual leave.

Pension

Pension contributions continue unchanged during paid maternity, partner or adoption leave, and will continue to be based on a percentage of the employee's annual base salary. Contributions are not payable during periods of unpaid leave.

For ShPL, if you are a member of the pension scheme, we will make employer pension contributions during any period when you are receiving ShPP but not during any period of unpaid ShPL, based on your normal salary, in accordance with the pension scheme rules.

Sales-based commission

Details of how your Leave impacts on sales commission are posted on the Adobe Field Readiness site.

Bonuses

Bonuses which are announced and confirmed prior to commencement of any parental leave are unaffected by commencement of Leave and will be paid on the previously notified date or on such date as the bonus is paid to other employees not on Adobe Leave.

Employees on leave are eligible to be considered for AIP. Any AIP award will however be pro-rated to take account of the element of the bonus year for which the employee was not on leave. This will usually be a straight-line pro-rating, but Adobe reserves the right to consider other factors, such as seasonal variation in levels of business or its discretionary practices which it may put in place from time to time, where it is considered appropriate to do so, subject at all times to applicable laws. For the purposes of the pro-rating above, the two-week period of compulsory maternity leave shall be counted as a period during which the employee is at work, rather than a period of leave.

Ante-Natal Care

Employees are entitled to paid leave for reasonable attendance at ante-natal appointments, provided such care is received on the advice of a doctor, registered midwife or registered health visitor, either for themselves or to support their partner. The employee must provide their manager with a doctor's certificate of pregnancy and appointment card when requesting permission.

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

In all cases, please give the ERC as much notice as possible of appointments in order that, if necessary, arrangements can be made to cover an employee's absence. Copies of all appointments concerning antenatal care should be provided by the employee to the ERC.