Korea Maternity and Paternity Leave Policy

Let's be well together.

Adobe Korea ("Adobe") is taking progressive steps to assist employees during significant life events. Effective January 1, 2021, Adobe began offering eligible employees additional company-paid time for maternity and paternity 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.

1. Adobe maternity leave

1.1. Eligibility

(A) Full-time and part-time female employees working a minimum of 15 hours per week who are having a baby (i.e., birth mother) or who are legally adopting a child under 18 years of age (i.e., adoptive mother) are eligible.

(B) There is no minimum service year requirement for employees to be eligible for the benefits under this policy.

1.2. Entitlement

(A) You are eligible for **182 calendar days** of Adobe-paid maternity leave which comprises of the following, regardless of the number of births:

(1) 90 days' statutory maternity leave and 92 days' additional maternity leave if the female employee is pregnant with one child; 100 days' statutory maternity leave and 82 days' additional maternity leave for premature births requiring neonatal intensive care; and

(2) 120 days' statutory maternity leave and 62 days' additional maternity leave if the female employee is pregnant with more than one child.

(B) During the 182 calendar days of Adobe-paid maternity leave, you will be paid as follows:

(1) Sales employees will be paid at 100% of Total Target Compensation. For full details on sales commission, please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at the WWFO Sales Compensation and Territory Site.

(2) Non-Sales employees will be paid at 100% of base salary. Your Annual Incentive Plan (AIP) bonus is unaffected for 182 days under Adobe's current practice. AIP bonus will be prorated from 183 days' onward (should the employee decide to go on unpaid leave beyond the 182 days' Adobe-paid maternity leave). Please review the AIP Policy for more details.

(3) This pay is inclusive of the government maternity leave subsidy.

(C) Additional maternity leave begins on the day after statutory maternity leave ends.

(D) The 182 calendar days are inclusive of rest days, off days, company shutdowns, and public holidays.

(E) You may start your leave up to 45 days before the expected birth (or earlier if your manager agrees) and 45 days of the statutory leave must be used after the actual date of birth.

(F) If the leave is adoption-related, you have to start your leave period on the placement of the child. The leave must be fully utilized within six months of the placement of the child.

(G) You must take your maternity leave in one continuous block. If you choose to return to work at any point after the expiry of the statutory maternity leave but before the end of the additional maternity leave, your Adobe-paid maternity leave will cease and you will forfeit any remaining weeks.

2. Adobe paternity leave

2.1. Eligibility

(A) Full-time and part-time male employees working a minimum of 15 hours per week who:

(1) are having a newborn or who are legally adopting a child under 18 years of age are eligible; and

(2) have been in continuous employment with Adobe for at least three consecutive months.

(B) Employees who do not meet the minimum service requirement of three consecutive months are entitled to statutory paternity leave.

2.2. Entitlement

(A) You are eligible for **16 weeks (112 calendar days)** of Adobe-paid paternity leave which comprises of 20 days' statutory paternity leave and 92 days' additional paternity leave, and you will be paid as follows:

(1) Sales employees will be paid at 100% of Total Target Compensation. For full details on sales commission, please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at the WWFO Sales Compensation and Territory Site.

(2) Non-Sales employees will be paid at 100% of base salary. Your Annual Incentive Plan (AIP) bonus is unaffected for 112 days under Adobe's current practice. AIP bonus will be prorated from 183 days' onward (should the employee decide to go on unpaid leave beyond the 182 days' Adobe-paid paternity leave). Please review the AIP Policy for more details.

(3) This pay is inclusive of the government paternity leave subsidy.

(B) Additional paternity leave begins the day after the statutory paternity leave ends.

(C) The Adobe-paid paternity leave must be taken in one continuous block of at least 30 calendar days. Any remaining days will be forfeited if you wish to take less than your full entitlement of 16 weeks.

(D) The 16 weeks (112 calendar days) are inclusive of rest days, off days, company shutdowns, and public holidays.

(E) The 20 days' statutory paternity leave may be taken consecutively or in up to four separate periods, in accordance with applicable law. If you opt to use the additional Adobe-paid paternity leave, it must commence immediately following the final period of statutory paternity leave and be taken in one continuous block. Adobe-paid paternity leave may be taken starting up to 50 days before the expected date of childbirth, and at any time after the birth of the child but must be completed within six months of the birth. If the leave is adoption-related, you have to start your leave period on the placement of the child but must be completed within six months of the placement of the child. If you do not utilize your paternity leave during such period, your Adobe-paid paternity leave will expire, and you will forfeit any remaining days.

3. Benefits during a maternity/paternity leave

3.1. After the birth or adoption, enroll your child as a dependent in your group medical program by adding the information on My Adobe Benefits and follow the instructions on Support Center to update the other records.

3.2. While on Maternity/Paternity Leave, you will maintain the same insurance benefits coverage you have as an active employee (subject to plan provisions) for the full duration of the leave. If you do not return to work after your leave, these insurance benefits will cease as of the last of day of your leave.

3.3. You continue to accumulate your annual leave while you are on maternity/paternity leave.

4. Initiating maternity and paternity leave and returning to work

4.1. Maternity

(A) You must inform your manager **at least two months** before starting your maternity leave. You should provide as much notice as possible to give your manager more time to plan for your absence.

(B) You should work out an arrangement with your manager on how and when you intend to take the leave.

(C) You can submit your application for maternity leave on Workday along with the doctor's certification of the expected date of confinement or adoption certificate to your manager for approval **at least one month** before the start date of your maternity leave.

(D) You are responsible for enrolling your child for medical insurance benefits **within 30 days** after the birth or adoption. You will need to complete the insurance enrollment via My Adobe Benefits. Late enrollment may result in no coverage for your child.

(E) You should contact your manager and the Employee Resource Centre **at least one month** prior to the scheduled end date of your leave to confirm your return-to-work date. If there are any changes to the scheduled date, you must notify your manager of the new return to work date as soon as possible.

(F) Upon returning from maternity, please send the birth certificate and family certificate to Employee Resource Centre.

4.2. Paternity

(A) You must notify your manager **at least two months** before starting your paternity leave.

(B) You can submit your application for paternity leave on Workday along with the birth certificate or adoption certificate to your manager for approval **at least one month** before the start of your paternity leave.

(C) You are responsible for enrolling your child for medical insurance benefits **within 30 days** after the childbirth or adoption. You will need to complete the insurance enrollment form via My Adobe Benefits. Late enrollment may result in no coverage for your child.

(D) You should contact your manager and the Employee Resource Centre **at least one month** prior to the scheduled end date of your leave to confirm your return-to-work date. If there are any changes to the scheduled date, you must notify your manager of the new return to work date as soon as possible.

(E) Upon returning from paternity, please send the birth certificate and family certificate to Employee Resource Centre.

5. General

5.1. Additional documentation and certification may be required for verification purposes.

5.2. Employees who:

(1) fail to return within three days of the specified return to work date;

(2) accept other employment (including self-employment) for compensation while on leave; or

(3) are found to have falsified any information about the leave, including dates and reasons for the leave, will be subject to disciplinary action, which may include immediate termination of employment.

5.3. The leave benefits provided by Adobe under this policy are more favorable than what is required under local laws. Please be informed that these additional benefits are provided at the sole discretion of Adobe. Adobe reserves the right to review and revise or terminate any of the benefits from time to time in its sole discretion.

Document history

Version	Issue date	
1.0	December 2016	▪ Document origination
2.0	December 2019	▪ Added "regular salary" definition
3.0	December 2020	▪ Increased the age of the eligible child for adoption to 18 years old and enhanced the paternity leave to 16 weeks
4.0	February 2025	▪ Updated statutory paternity days from 10 to 20 days ▪ Added 100 days' statutory maternity leave for premature birth
5.0	August 2026	▪ Allowed paternity leave to start up to 50 days before the expected date of childbirth ▪ Clarified that statutory paternity leave may be split into up to four periods