Benefits

Korea Childcare Leave Policy

Let's be well together.

Adobe Korea ("Adobe") follows the statutory requirement to provide childcare leave to eligible employees. This policy outlines the eligibility requirements and process for applying for childcare leave in South Korea.

1. Adobe childcare leave

1.1. Eligibility

(A) Full-time and part-time employees who:

(1) are with a child who is eight years old or younger, or in the second grade of elementary school or lower (Qualifying Child); and

(2) have been in a continuous contract of service with Adobe for a minimum continuous period of six months.

1.2. Entitlement

(A) You are eligible to take up to **twelve (12) months of unpaid leave** in respect of each Qualifying Child in order to bond with, care for, and/or nurture that child.

(B) The 12 months are inclusive of rest days, off days, and public holidays.

(C) You may take childcare leave in up to four separate periods, subject to applicable law.

(D) If you are an Adobe-paid temporary employee, your childcare leave will cease on your contract end date.

(E) For all other employees, your unpaid childcare leave will cease upon termination of your employment, if applicable.

(F) The childcare leave period may be extended up to 18 months (in total) where the employee meets any of the eligibility conditions prescribed under applicable law, including where both parents have each taken at least three months of childcare leave for the same child, or where the employee is a single parent or a parent of a child with a qualifying severe disability.

1.3. Short-term childcare leave

(A) Where an employee needs to provide short-term care for a child due to circumstances prescribed by applicable law, including the closure or vacation of the child's school or childcare institution, or the child's illness, accident or hospitalization, the employee may take childcare leave for either one week or two weeks, once in each year.

(B) The period of short-term childcare leave shall be deducted from the employee's total childcare leave entitlement but shall not count toward the permitted number of separate childcare leave periods.

(C) The application timing and procedures shall be governed by applicable law. Where advance notice is not reasonably possible due to an urgent circumstance prescribed by law, the employee may submit the application within the period permitted by applicable law.

1.4. Childcare leave before childbirth

(A) A male employee may take childcare leave before the birth of his child where his pregnant spouse is subject to a health risk prescribed by applicable law, including a risk of miscarriage or premature birth.

(B) The employee should submit the application at least seven days before the proposed commencement date, together with any documentation reasonably required under applicable law or company procedure.

(C) Any childcare leave taken before childbirth shall be included in the employee's total childcare leave entitlement but shall not count toward the permitted number of separate childcare leave periods, to the extent provided by applicable law.

2. Benefits during childcare leave

2.1. Certain Adobe discretionary benefits will cease during the period of childcare leave. Please refer to the Rewards impact during a leave of absence document [PDF]. These discretionary benefits will be immediately reinstated upon return to work.

2.2. Accrual of vacation: The childcare leave period will be considered as attendance at work for purposes of calculation of the number of an employee's paid annual leave day entitlement.

2.3. You continue to accumulate your tenure with Adobe while you are on unpaid childcare leave.

2.4. Adobe will continue to provide health insurance benefits to the employee while on childcare leave. Adobe reserves the right to reduce or defer premiums.

2.5. Restricted Stock Units (RSUs) will continue to vest per the usual guidelines while you are on childcare leave.

2.6. Annual Incentive Plan (AIP) bonus is prorated based on time actually worked during the eligibility period.

2.7. If you are on the Sales Compensation Plan, you may be eligible to receive a percentage of variable compensation earned before the commencement of your leave of absence subject to the rules and criteria of your Sales Compensation Plan.

2.8. During the period of childcare leave, you may be eligible for payment under the Employment Insurance Scheme (provided requisite conditions are met). This payment will be received from the Insurance Scheme, not Adobe. The employee is responsible for filing a claim from the government. Supporting documents will be provided by Adobe per the employee's request. For more details about the program and how to apply, please visit visit the Ministry of Employment and Labor website (고용노동부 홈페이지) (installing an application is required to view the page).

3. Initiating childcare leave and returning to work

3.1. You should discuss with your manager your intention to take unpaid childcare leave including dates of intended leave.

3.2. Except in urgent circumstances prescribed by law, you must inform your manager in writing at least 30 days before starting your childcare leave. You should provide as much written notice as possible to give your manager time to plan for your absence.

3.3. You must submit your application for childcare leave in Workday to your manager for approval **at least 30 days** before the start date of your childcare leave. However, shorter notice periods may apply where permitted by applicable law.

(A) In extraordinary situations, such as where a child is born before the expected date of delivery or rearing of the relevant infant is difficult due to the heath, injury, disease, physical or mental handicap of the spouse, divorce, etc. ("Exceptional Cases"), then no later than seven days prior to the scheduled commencement date of childcare leave.

(B) Manager to confirm with the Employee Resource Centre (ERC) on the childcare leave eligibility. Where appropriate, manager to approve leave in Workday. If an employee is not eligible for childcare leave, manager to request a meeting with the employee and ERC to explain why the request is denied.

(C) If you have applied for childcare leave less than 30 days before the scheduled commencement date, your manager may designate the commencement date of childcare leave and grant childcare leave within 30 days (or seven days for Exceptional Cases) from the date of application.

3.4. You should contact your manager and Employee Resource Centre **at least 30 days** prior to the scheduled end date of your childcare 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.

3.5. When you complete your childcare leave, Adobe will take all reasonable efforts to reinstate you to the same or comparable position at the end of the childcare leave in accordance with applicable law.

3.6. Where you were engaged in a Performance Improvement Plan prior to commencing childcare leave, the Performance Improvement Plan will be halted while you are on childcare leave and will be immediately resumed upon returning to work.

3.7. When you return to work, you may request a reduction in working hours. For further information, please refer to the employee handbook for Korea.

4. General

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

4.2. Employees who fail to return within three days of the specified return to work date, accept other employment (including self-employment) for compensation while on childcare leave, or are found to have falsified any information about the childcare leave, including dates and reasons for the childcare leave, will be subject to disciplinary action, which may include immediate termination.

Document history

Version	Issue date	
1.0	August 2020	▪ Document origination
2.0	October 2022	▪ Updated eligibility from 12 to six months, splitting up leave up to three times, and added in reduction of working hours
3.0	July 2025	▪ Leave updated to be split up from three times to four times.
4.0	August 2026	▪ Added short-term childcare leave of one or two weeks, once per year; counts against total childcare leave entitlement but not against the split-use count. ▪ Added childcare leave before childbirth for male employees; clarified that shorter notice periods may apply where permitted by applicable law.