



Korea Child Care Leave Policy
ADOBE KOREA CONFIDENTIAL

Adobe Korea ("Adobe") follows statutory requirement to provide Childcare Leave to the 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. with a child, infant or toddler under the age of eight (8) years or enrolled in lower than second grade at an elementary school; and
 - 2. have been in a continuous contract of service with Adobe for a minimum continuous period of six (6) months.

1.2 Entitlement

- (A) You are eligible to take up to **365 calendar days of unpaid leave** in one continuous period in order to nurture the child, infant or toddler who are under the age of eight (8) years or enrolled in lower than second grade at an elementary school.
- (B) The 365 calendar days are inclusive of rest days, off days and public holidays.
- (C) You may split your leave three (3) times.
- (D) If you are an Adobe-paid temp employee, your Childcare Leave will cease on your last day of your contract end date.
- (E) Your unpaid childcare leave will cease upon termination of your employment.

2. BENEFITS DURING A CHILDCARE LEAVE

- 2.1 Certain Adobe discretionary benefits will cease during the period of Childcare Leave, including but not limited to, Education Reimbursement Program, Birthday and bonus). Please refer to the "Benefits During A Childcare Leave" table in the Appendix. 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 whilst on Childcare Leave. Adobe reserves the right to reduce or defer premiums.
- 2.5 RSU will continue to vest per the usual guidelines while you are on Childcare Leave.



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- 2.6 AIP bonus is prorated based on time actually worked during the eligibility period.
- 2.7 If you are on Sales Compensation Plan, you may be eligible to receive a percentage of variable compensation earned before the commencement of the LOA 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 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 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 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 so as to give your Manager more 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.
 - (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 health, injury, disease, physical or mental handicap of the spouse, divorce, etc. ("Exceptional Cases"), then no later than 7 days prior to the scheduled commencement date of Childcare Leave.
 - (B) Manager to confirm with ERC on the Childcare Leave eligibility. Where appropriate, Manager to approve leave on in Workday. If you are 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, Manager may designate the commencement date of Childcare Leave and grant Childcare Leave within 30 days (or 7 days for the 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.



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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 a LOA 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 6 months, splitting up leave up to 3 times, and added in reduction of working hours



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APPENDIX: BENEFITS DURING A CHILDCARE LEAVE:

Benefits	Eligibility During Unpaid Childcare Leave	Comments
1. Life Insurance	Yes	
2. Accidental Death & Dismemberment	Yes	
3. Total & Permanent Disability	Yes	
4. Kyobo Medical Insurance	Yes	
5. Outpatient Program - Medical Check-Up	Yes	
6. Outpatient Program – Outpatient & Prescription	Yes	
7. Outpatient Program - Dental	Yes	
8. Congratulatory Money	No	
9. Bereavement Money	No	
10. Wellness Reimbursement	No	
11. Education Reimbursement	No	
12. Professional Development	No	
13. International Expat Plan	No	
14. Business Travel Accident	No	
15. Aetna World Traveler	No	