

India: Impact on Benefits while on Paid time off

Paid Time off and Leave of Absence									
	Vacation Leave	Casual Leave	Sick Leave	Sabbatical	Global Bereavement Leave	Disaster and Epidemic Time Off	Maternity Leave	Paternity Leave	Miscarriage Leave
Definitions	India employees will be provided with 1.25 Vacation Leaves every month (15 days of annual leave per calendar year). Any unused vacation leaves will carry over to the next calendar year up to a maximum of 45 days.	Adobe will provide India employees with 8 days of paid casual time off, per calendar year. Any unused casual leave will lapse at the end of the calendar year. Employees can apply for leaves through Work Day Workday	Adobe will provide India employees up to 10 days of paid sick time per calendar year. Employees availing sick leave must inform their manager no later than the time they are scheduled to start work that day.	Adobe offers eligible employees a Sabbatical Program. A sabbatical gives employees an opportunity to take extended time off to relax, recharge and reenergize for return to work with a renewed commitment to supporting Adobe's future success. Employees are eligible for sabbatical program on completion of five years of	The Company recognizes that employees may need time off following the death of a family member. The Company will provide for 20 days of bereavement leave with pay in the event of the death: Spouse/Common law partner, parents, sibling	Adobe strives to ensure you can take time away from work to be fully present during a disaster or epidemic. Beginning January 1, 2022, all regular employees, interns, and Adobe-paid temps are eligible to take up to 20 working days per calendar year during these personal and challenging moments.	Adobe's permanent female employee who a. delivers a baby or b. legally adopts a child or c. is a commissioning mother is eligible for a total of twenty-six (26) calendar weeks of maternity leave. This benefit is applicable to you for the birth/ adoption of any number of children (i.e. not	Adobe's permanent male employee who a. Has had/ going to have a newborn child (i.e. birth father) or b. Legally adopts a child (i.e. adoptive father) c. Commissioning father is eligible for eight (8) calendar weeks of paid paternity leave which are inclusive of any rest days, weekends, off days, shutdown days	-- In the event of a miscarriage, a minimum of 30 calendar days up to 6 weeks of paid leave will be granted immediately following a miscarriage. Employee is not eligible for maternity leave in this case.

Benefits									
Paid									
	Vacation Leave	Casual Leave	Sick Leave	Sabbatical	Global Bereavement Leave	Disaster and Epidemic Time Off	Maternity Leave	Paternity Leave	Miscarriage Leave
NPS contribution	No impact								
PF and Gratuity	No impact								
Health Insurance	No impact								
Life Insurance	No impact								
Accident Insurance	No impact								
Wellness reimbursement	No impact- employees may continue to claim wellness reimbursements whilst on any paid or unpaid LOA								
Professional development reimbursement	No impact								
Education Reimbursement	No impact								
Employee Discount Programme	No impact								
Patent Award Program	Employee is eligible to participate within the program guidelines.								
Employee Referral	No impact								
Adoption Assistance	No impact								
EAP/Headspace/LifeDojo	No impact – employees may continue to use these Wellbeing programs whilst on any paid or unpaid LOA								

Time off Benefits									
Paid									
	Vacation Leave	Casual Leave	Sick Leave	Sabbatical	Global Bereavement Leave	Disaster and Epidemic Time Off	Maternity Leave	Paternity Leave	Miscarriage Leave
Vacation Leave	No impact								
National Festivals/Holidays	No impact		If any Adobe-paid holidays fall during your sabbatical, your sabbatical will be extended by that number of days. Similarly, if any Adobe break falls during your sabbatical, your sabbatical will be extended by that number of days		No impact				
Casual Leave	No impact								
Sick Leave	No impact								
Global Well-being day	No impact								
Sabbatical Eligibility	No impact						Adobe will not adjust your sabbatical leave date (if applicable) unless the leave exceeds one year of duration. If employee wishes to take sabbatical before the maternity leave, please contact the Employee Resource Centre via the Support Center	Adobe will not adjust your sabbatical leave date (if applicable) unless the leave exceeds one year of duration. If employee wishes to take sabbatical before the paternity leave, please contact the Employee Resource Centre via the Support Center	Adobe will not adjust your sabbatical leave date (if applicable) unless the leave exceeds one year of duration. If employee wishes to take sabbatical before the maternity leave, please contact the Employee Resource Centre via the Support Center

Compensation									
Paid									
	Vacation Leave	Casual Leave	Sick Leave	Sabbatical	Global Bereavement Leave	Disaster and Epidemic Time Off	Maternity Leave	Paternity Leave	Miscarriage Leave
Base Salary	No impact								
Annual Incentive Plan	No impact						Your AIP bonus is unaffected for 182 days under Adobe's current practice. AIP bonus will be prorated from 183 days onward. Please review the AIP policy for more details.	Your AIP bonus is unaffected for 182 days under Adobe's current practice. AIP bonus will be prorated from 183 days onward. Please review the AIP policy for more details.	Your AIP bonus is unaffected for 182 days under Adobe's current practice. AIP bonus will be prorated from 183 days onward. Please review the AIP policy for more details.
Check-ins and pay increases	Check ins will not occur while the employee is away on LOA. However, the employee should resume the check in's once the employee is back to work. Unpaid LOA: Any increase to the employee's salary will not take effect until the employee is back on Adobe Payroll. Paid LOA: Any increase to salary will be received the new rate effective on the date of the increase.								
Commission Plans	No impact						Sales employees will be paid at 100% of TTC (Total Target Cash). For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at WWFO Sales Compensation and	Sales employees will be paid at 100% of TTC (Total Target Cash). For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at WWFO Sales Compensation and	Sales employees will be paid at 100% of TTC (Total Target Cash). For full details on sales commission please refer to the Sales Compensation Plan terms and conditions and the Sales LOA FAQ at WWFO Sales Compensation and
ESPP	No impact								
RSU	No impact								

Disclaimer: Adobe reserves the right to terminate or modify this program at any time and for any reason with little or no prior notice. No employee will be subject to discrimination or retaliation for utilizing this time off benefit.