



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

Adobe Mainland China (“Adobe”) is taking progressive steps to assist employees during significant life events. Effective March 1 2022, Adobe will offer eligible employees additional company-paid time for maternity and paternity leave. 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 Adobe employees only.

奥多比中国大陆（“奥多比”）正在采取积极行动以在员工面临重大人生场合时提供帮助。自2022年3月1日起，奥多比将为符合条件的员工在产假和陪产假方面提供额外的公司付薪假期。这些假期福利的目的是允许员工在回归工作之前通过带薪假期来陪伴子女。这些福利仅适用于符合条件的奥多比员工。

1. ADOBE MATERNITY LEAVE

奥多比产假

1.1 Eligibility

享受资格

- (A) Adobe’s regular female employees who are having a baby (i.e., birth mother) or who are legally adopting a child aged under 18 years of age (i.e., adoptive mother) are eligible.

奥多比正式雇佣的女员工生育的（即生母）或合法收养不足18岁的儿童的（即养母），有权享受本产假政策。

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

员工享受本政策下的福利不受最低服务年限的限制。

1.2 Entitlement

产假福利

- (A) You are eligible for a total of **182 calendar days** of Adobe-paid maternity leave (“**Adobe-paid Maternity Leave**”).

您可以享受共计182个日历日的奥多比带薪产假（以下称为“**奥多比带薪产假**”）。

- (B) For birth mothers:

对于生育的女员工

- (1) the Adobe-paid Maternity Leave comprises of:

该等奥多比带薪产假包括:

- (a) statutory maternity leave of 158 days (“**Statutory Maternity Leave**”); and

158天的法定产假（以下简称“**法定产假**”）；及

- (b) additional maternity leave days provided by Adobe up to a total of 182 calendar days (i.e. 182 calendar days minus Statutory Maternity Leave).

奥多比提供的额外产假，其天数为182个日历日的产假天数减去法定产假天数。



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

- (2) Statutory Maternity Leave of 158 days will be extended accordingly in cases of multiples births or dystocia, but such extension will not affect the total of 182 calendar days of Adobe-paid Maternity Leave.

158天的法定产假将因多胞胎或难产的情形而相应延长，但该等延长不会影响共计182个日历日的奥多比带薪产假。

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

员工应在法定产假休取完毕后方可休取奥多比提供的额外产假。

- (C) The Adobe-paid Maternity Leave are inclusive of rest days and public holidays. You may start your leave upon the birth of the child or up to 15 days before the expected birth (or earlier if your manager approves). In any case, the Adobe-paid Maternity Leave must be taken consecutively. If the leave is adoption-related, you can only start your leave period on the date of placement of the child. The leave must be fully utilized within 6 months of the placement of the child.

奥多比带薪产假包括休息日及法定节假日。您可以在生产当天开始休假，也可以在预产期前15天（或者在您的经理同意的更早的日期）开始休假。在任何情况下，奥多比带薪产假必须连续使用。如因收养子女而休取此等假期，则您只能在子女正式被安置在您处之日开始休假。且这段假期都必须在收养子女被安置于您处之日起六个月内全部休完。

- (D) For employees who are entitled to statutory maternity allowance and are successful in their application for the statutory maternity allowance from the Social Security Bureau, your salary during Adobe-paid Maternity Leave will be paid based on the requirements prescribed by local practice and regulations, and city of employment as follows:

对于有权享受法定生育津贴且成功从社会保障局处申请到该等生育津贴的员工，您在奥多比带薪产假期间的工资将根据各地就业城市地方法规及实践的要求而支付，具体内容如下：

- (1) **Beijing, Shenzhen and Guangzhou Employees: Statutory Maternity Allowance Paid to Adobe**
北京，深圳和广州员工：法定生育津贴支付至奥多比

- (a) During the Adobe-paid Maternity Leave period, you will be paid as follows:

在奥多比带薪产假期间，您将获得以下款项：

- i. 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](#).

销售员工将获得100%的全部目标报酬（TTC）。有关销售佣金的完整详细信息，请参阅[WWFO销售报酬及区域网站](#)上的销售报酬计划条款和条件以及销售LOA常见问题。

- ii. 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.



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

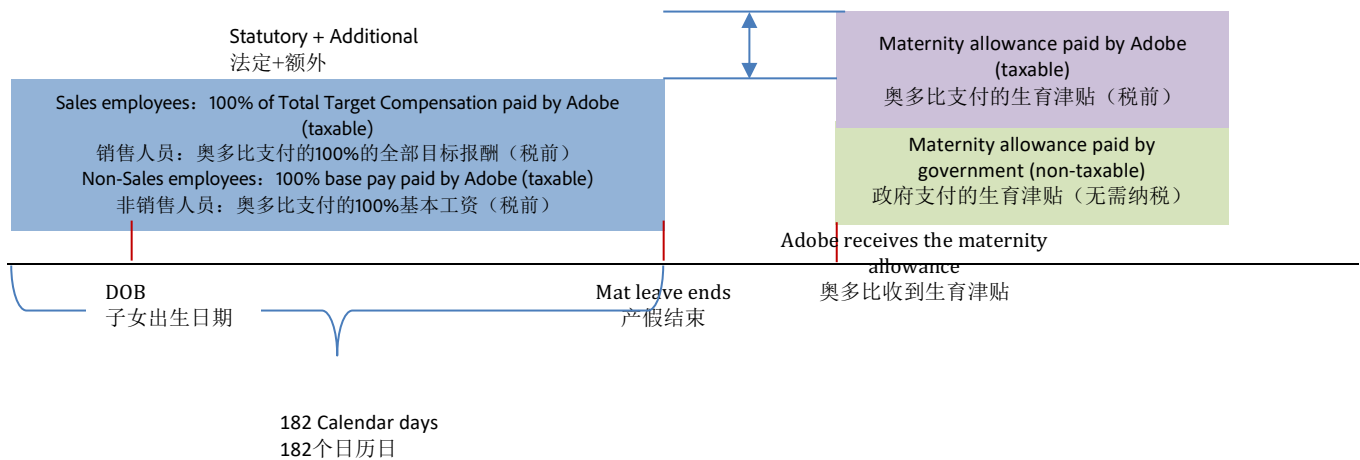
非销售人员将获得基本工资的100%。根据奥多比目前的做法，您的年度激励计划(AIP)奖金在182天内不受影响。AIP奖金将从第183天起按比例分配(如果员工决定在182天的奥多比带薪产假之外休无薪假期)。有关详细信息，请参阅[AIP Policy](#)。

- (b) After Adobe receives the statutory maternity allowance from the Social Security Bureau, Adobe will calculate your overall statutory maternity allowance entitlement, if your entitlement is higher than Adobe payments during the statutory maternity leave, Adobe will disburse the excess in a lump sum to you.

在奥多比收到社会保障局支付的法定生育津贴后，奥多比将计算您总的法定生育津贴权益，如果您在法定产假期间的应得金额高于奥多比支付的金额，奥多比将一次性向您支付超出部分。

See Figure 1 below for a graphical illustration of the above:
就如上内容，请见下述图表一：

Figure 1
图表一



(2) Shanghai Employees: Statutory Maternity Allowance Paid to Employee

上海员工：法定生育津贴支付给员工

- (a) It is your responsibility to apply for the Statutory Maternity Allowance through the Social Security Bureau. Adobe will not pay your salary during the Statutory Maternity Leave period. Adobe will pay you the employer's portion of the statutory maternity allowance (if applicable according to legal requirement) in a lump sum only after you provide the proof of payment of the statutory maternity allowance from the government. (If your application for the Statutory Maternity Allowance is rejected due to reasons solely attributable to Adobe, Adobe will pay your salary according to the local regulation.) During the additional maternity leave days provided by Adobe, you will be paid as follows:



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

您有责任通过社会保障局申请法定生育津贴。在您的法定产假期间，奥多比将不向您支付工资。仅当您提供您已经获得政府支付的法定生育津贴的相关支付凭证后，奥多比才会向您一次性支付奥多比作为用人单位根据法律规定应当额外向您补足的法定生育津贴部分（如有您的法定生育津贴申请因奥多比自身原因而被拒绝，奥多比将根据当地法规支付您的工资）。在随后的奥多比额外产假期间，您将获得以下款项：

- i. 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](#).

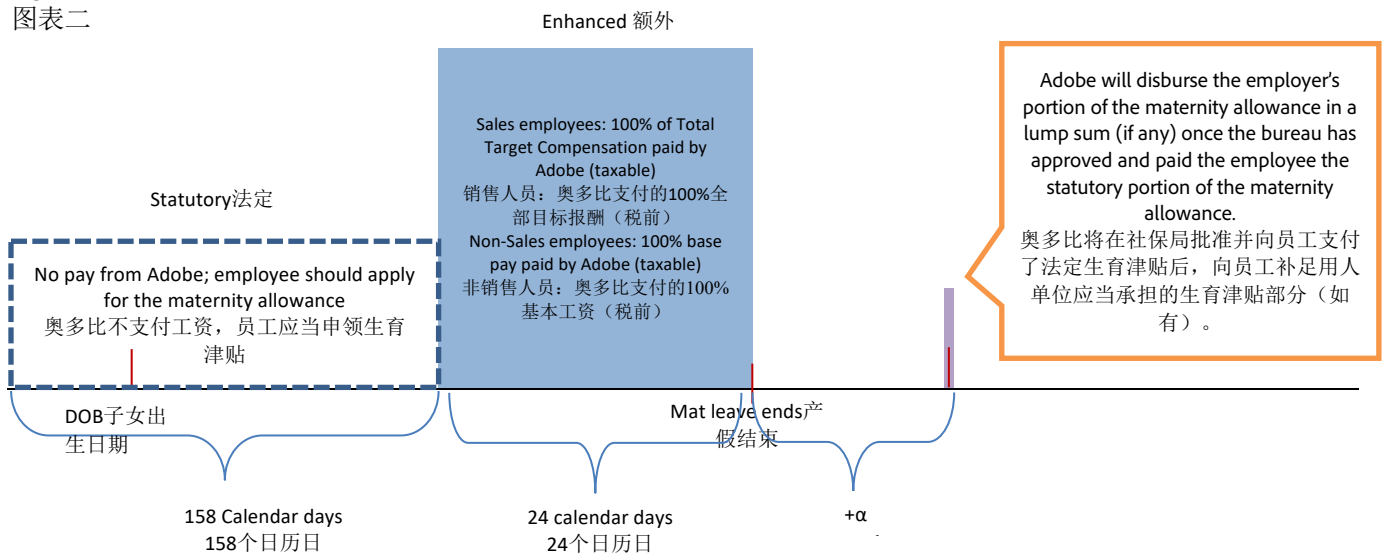
销售员工将获得100%的全部目标报酬（TTC）。有关销售佣金的完整详细信息，请参阅[WWFO销售报酬及区域网站](#)上的销售报酬计划条款和条件以及销售LOA常见问题。

- ii. Non-Sales employees will be paid at 100% of base salary. Your Annual Incentive Plan (AIP) bonus is unaffected for 182 calendar 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 calendar days' Adobe-paid maternity leave). Please review the [AIP Policy](#) for more details.

非销售人员将获得基本工资的100%。根据奥多比目前的做法，您的年度激励计划（AIP）奖金在182个日历日内不受影响。AIP奖金将从第183天起按比例分配（如果员工决定在182个日历日的奥多比带薪产假之外休无薪假期）。有关详细信息，请参阅AIP Policy。

See Figure 2 below for a graphical illustration of the above:
就上述内容，请见如下图表二：

Figure 2
图表二



(E) For adoption-related cases, during the Adobe-paid Maternity Leave period, you will be paid as follows:



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

对于与收养有关的情形，在奥多比带薪产假期间，您将获得以下款项：

- (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](#).

销售员工将获得100%的全部目标报酬（TTC）。有关销售佣金的完整详细信息，请参阅[WWFO销售报酬及区域网站](#)上的销售报酬计划条款和条件以及销售LOA常见问题。

- (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.

非销售人员将获得基本工资的100%。根据奥多比目前的做法，您的年度激励计划（AIP）奖金在182天内不受影响。AIP奖金将从第183天起按比例分配（如果员工决定在182天的奥多比带薪产假之外休无薪假期）。有关详细信息，请参阅[AIP Policy](#)。

- (F) 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 period (for adoption-related cases, at any time before the expiry of your Adobe-paid Maternity Leave), your Adobe-paid Maternity Leave will cease and you will forfeit any remaining days of Adobe-paid Maternity Leave.

如果您想在休完法定产假后、在额外产假期间结束前（对于收养子女的员工，在奥多比带薪产假结束前的任何时候）回归工作，您的奥多比带薪产假将停止，且您将被视为放弃任何剩余的奥多比带薪产假天数。

- (G) In the event of a miscarriage, a certain period of paid leave will be granted according to the certification from the relevant designated hospital. Employees who were pregnant for:

在流产的情况下，根据相关指定医院的证明，具体流产假天数如下：

- (1) Less than four (4) months, shall be granted paid leave of fifteen (15) calendar days.

怀孕不到四（4）个月流产的，流产假为15个日历日。

- (2) More than four (4) months, shall be granted paid leave of forty-two (42) calendar days.

怀孕四（4）个月以上流产的，流产假为42个日历日。

Where local regulation provides more favorable leave benefits, the local regulation will prevail.

如员工工作地当地规定了更优的流产假天数，以当地规定为准。

2. ADOBE PATERNITY LEAVE

奥多比陪产假

2.1 Eligibility

享受资格



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

(A) Adobe's regular male employees who:

符合下列条件的奥多比正式雇佣的男性员工，有权享受本政策：

- (1) are having a newborn (i.e., birth father) or who are legally adopting a child aged less than 18 years of age (i.e., adoptive father), and.

其配偶生育子女（即成为生父）或者其合法收养不满18岁的儿童（即成为养父），且

- (2) have worked for Adobe for at least 3 consecutive months are eligible.

已经为奥多比连续工作至少3个月以上。

(B) For employees who do not meet the minimum service requirement of 3 consecutive months, you are eligible for statutory paternity leave of 15 days.

对于不符合连续3个月的最低服务期要求的员工，您可以享受15天的法定陪产假。

2.2 Entitlement

假期待遇

(A) You are eligible for **sixteen (16) calendar weeks (112 calendar days)** of Adobe-paid paternity leave ("**Adobe-paid Paternity Leave**") which comprises of the statutory paternity leave of 15 days and the additional paternity leave of 97 calendar days provided by Adobe, and you will be paid as follows:

您有资格享受**十六（16）周（112个日历日）**的奥多比带薪陪产假（"**奥多比带薪陪产假**"），其中包括15天的法定陪产假和奥多比提供的97个日历日的额外陪产假，您将获得以下款项：

- (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](#).

销售员工将获得100%的全部目标报酬（TTC）。有关销售佣金的完整详细信息，请参阅[WWFO 销售报酬及区域网站](#)上的销售报酬计划条款和条件以及销售LOA常见问题。

- (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.

非销售人员将获得基本工资的100%。根据奥多比目前的做法，您的年度激励计划（AIP）奖金在182天内不受影响。AIP奖金将从第183天起按比例分配（如果员工决定在182天的奥多比带薪产假之外休无薪假期）。有关详细信息，请参阅[AIP Policy](#)。

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

额外的陪产假将在法定陪产假期满后立即开始。

(C) The Adobe-paid paternity leave must be taken in one continuous block of at least 30 calendar days (inclusive of the statutory paternity leave of 15 days). Any remaining days will be forfeited if you wish to take less than your full entitlement of 16 weeks.



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

奥多比带薪陪产假必须一次连续休至少30个日历日（包括15天的法定陪产假）。如果您希望休取少于16周的假，则任何剩余天数将被作废。

- (D) The 15 days' statutory paternity leave may be taken consecutively or as individual days. If you decide to take the statutory paternity leave as individual leave days, you will be deemed to have opted out of the additional Adobe-paid paternity leave. If you opt to use the additional Adobe-paid paternity leave, it must be taken together with the statutory paternity leave in one continuous block.

15天的法定陪产假可以连续休，也可以按天单独休。如果您决定按天单独休法定陪产假，您将被视为已选择放弃额外的奥多比带薪陪产假。如果您选择休额外的奥多比带薪陪产假，则其必须与法定陪产假放在一个连续的期间内一起休。

- (E) The sixteen (16) calendar weeks are inclusive of rest days, off days and public holidays.

十六（16）个日历周包括休息日、节假日和法定节假日。

- (F) Adobe-paid paternity leave may be taken at any time after the birth of the child but must be completed within 6 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 6 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.

奥多比带薪陪产假可以在孩子出生后的任何时候休，但必须在孩子出生后6个月内休完。如因收养子女而休取此等假期，则您只能在子女正式被安置在您处之日开始休假，且这段假期都必须在收养子女被安置于您处之日起六个月内全部休完。如果您在这期间没有使用您的陪产假，您的奥多比带薪陪产假将过期，您任何的剩余天数将被作废。

3. BENEFITS DURING MATERNITY/PATERNITY LEAVE

产假及陪产假期间的福利待遇

- 3.1 After the birth or adoption, add your child's details by logging into [Workday](#).

在生育或收养后，请登录[Workday](#)添加您的子女信息。

- 3.2 While on maternity/paternity leave, you will enjoy the same insurance benefits coverage as an active employee (subject to plan provisions). If you do not return to work with Adobe after your maternity/paternity leave period, these insurance benefits will cease on the last of day of your maternity/paternity leave.

在产假/陪产假整个期间，您将享受同正常工作的员工同样的保险待遇（具体取决于保险条款的规定）。如果您没有在产假/陪产假之后回到奥多比继续工作，这些保险待遇将在您的产假/陪产假结束时停止。

- 3.3 Expenses for check-ups, delivery, operations, Adobe-designated hospital accommodations and other medical expenses related to an employee's pregnancy are covered by the local maternity insurance fund or under the commercial insurance policy provided by Adobe to its employees, as the case may be. However, an employee will be personally responsible for any medical service charges and medicinal expenses (including self-funded medicine and nutritional products) which exceed the relevant stipulations.



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

员工检查、分娩、手术、在奥多比指定的医院住院，以及其他与怀孕相关的医疗费用应由当地生育保险基金或公司向员工提供的商业保险承担，具体视情况而定。但员工应自行承担超过相关规定的任何医疗服务和药品费用（包括自费药物和营养品）。

- 3.4 You will continue to accrue paid leave while you are on maternity/paternity leave. This includes all paid leave such as annual leave or sick leave.

您在产假/陪产假期间将可以继续积累任何形式的带薪休假。这些带薪休假包括年假或病假。

- 3.5 **For employees located in other cities outside of Beijing and Shanghai, where relevant local regulations are more favorable than the provisions of this policy, the local regulations will be adhered to.**

对于工作地在北京和上海以外的其他城市的员工，如果当地相关法规提供了比本规定更优的待遇，按照当地规定执行。

4. INITIATING MATERNITY AND PATERNITY LEAVE, AND RETURNING TO WORK

申请产假及陪产假以及回归工作

4.1 Maternity

产假

- (A) You are responsible for notifying your direct manager and [Employee Resource Centre](#) immediately upon the certification of your pregnancy by a designated hospital or upon the beginning of your adoption procedure.

您应当在指定医院出具您的怀孕证明后或您开始办理收养手续后立即通知您的直线经理及[Employee Resource Centre](#)。

- (B) You must submit originals of your pregnancy certificate, the doctor's certification of the expected date of delivery or relevant documents regarding your application of adoption to ERC. ERC will retain photocopies of such documents and return the originals to you following their review.

您应当向[Employee Resource Centre](#)提供怀孕证明的原件、医生关于预产期的证明或申请收养的相关文件。[Employee Resource Centre](#)将保留这些文件的扫描件，并将原件在审阅后归还于您。

- (C) Adobe will grant you half (1/2) a day per month during your pregnancy to undertake medical examinations. Time spent by you on such pre-natal examinations will be deemed to be working time, provided that you obtain the prior approval of your manager.

在您怀孕期内，奥多比将每月给予您半 (1/2) 天假期，以进行医学检查。在事先获得您的经理批准的情况下，您怀孕时做产前检查所花费的时间将视为工作时间。

- (D) If you wish to apply for maternity leave, you must provide your direct manager and [Employee Resource Centre](#) with at least ninety (90) days' prior written notice before your expected date of delivery or the completion of the adoption procedure.

如果您希望申请产假，您必须在您预产期之前或收养手续完成之前至少提前九十（90）日书面通知您的直线经理及[Employee Resource Centre](#)。



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

- (E) You can submit your leave application on [Workday](#), along with the relevant supporting documents including:

您可以在[Workday](#)上申请假期，并同时提交相关支持文件，包括：

- (1) the hospital's certification of your pregnancy;
医院关于您的怀孕证明；
- (2) doctor's certification of the expected date of delivery;
医生关于预产期的证明；
- (3) your medical records for pre-natal checkups dating back to at least 15 days before the start date of your maternity leave; and
可以追溯到您的产假开始前至少15天的产前检查记录；以及
- (4) for adoption-related cases, relevant adoption certificates or approval documents provided by relevant official authorities.

对于与收养有关的情形，相关正规机构出具的收养证明或与收养有关的相关批复。

- (F) You are responsible for enrolling your child for medical insurance benefits **within 30 days** after the child birth 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.

您应当负责在您的新生儿或收养子女出生或收养之日起**30天内**为其办理医疗保险。您需要通过[My Adobe Benefits](#)完成保险注册表格。逾期注册可能导致您的孩子不受保险保障。

- (G) You should apply for the maternity medical reimbursement within 3 months after childbirth. Contact [CIIC Support](#) for reimbursement procedure and documents.

您应当在子女出生后3个月以内申请产假期间医疗费用报销。关于报销步骤及文件，请联系[CIIC Support](#)。

- (H) If your statutory maternity allowance is applied through Adobe, you should apply for maternity allowance only after you return from maternity leave or at any other time required by Adobe. Contact [Employee Resource Centre](#) for the application process and required documents. If due to your own reason (such as failing to submit the materials required by the government, failing to meet the deadline for submission), you have failed to get the statutory maternity allowance from the Social Insurance Bureau, then you shall be solely liable for any losses. If Adobe has already paid salaries to you in advance for those maternity leave days where the statutory maternity allowance should cover, then you shall repay Adobe immediately for such salary amount; if Adobe does not pay salaries to you in advance for those maternity leave days where the statutory maternity allowance should cover, then Adobe is not obliged to pay any salary to you for such period.

如您的法定产假津贴是通过奥多比申请，则您应当在休完产假回归工作后或奥多比要求的其他时间点方可申请产假津贴。关于申请步骤及所需文件，请联系[Employee Resource Centre](#)。如因您个人原因（例如未能提交政府要求的资料，未能在规定期限内提交材料等）导致您未能成功从社会保障局处申领到法定生育津贴的，您应当独自承担相应损失。如奥多比已经事先将此生育津贴所对应



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

的产假天数的工资支付于您的，您应当立即向奥多比返还该等金额；如奥多比未提前向您支付此生育津贴所对应的产假天数的工资的，奥多比亦无义务再次向您支付该等期间的工资。

- (I) If the hospital confirms that you cannot return to work after your maternity leave period, you may take sick leave in accordance with the Employee Handbook.

如果医院确认您在产假期结束之后不能恢复工作，您可以根据员工手册休病假。

4.2 Paternity

陪产假

- (A) You must notify your direct manager **at least 2 months** before starting your paternity leave.

您应当在陪产假开始之前**至少两个月**通知您的直线经理。

- (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.

您可以在陪产假开始前**至少一个月**在[Workday](#)上向您的经理申请批准您的陪产假，并同时提交相关证明文件，例如出生证明或收养证明等。

- (C) You are responsible for enrolling your child for medical insurance benefits **within 30 days** after the child birth 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.

您应当负责在您的新生儿或收养子女出生或收养之日起**30天内**为其办理医疗保险。您需要通过[My Adobe Benefits](#)完成保险注册表格。逾期注册可能导致您的孩子不受保险保障。

- (D) You should contact your manager and [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.

您应至少在您计划的休假结束日前**一个月**与您的经理和[Employee Resource Centre](#)联系，以确认您回归工作的日期。如果计划日期有任何变更，您必须尽快将新的回归工作日期通知您的经理。

5. GENERAL

一般规定

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

为核实相关信息的目的，奥多比可能要求您提供进一步的文件和证明。

- 5.2 Only employees who are in compliance with the relevant family planning laws and regulations in China are entitled to enjoy the leave benefits in this policy.

只有遵守中国关于计划生育相关法律法规的员工方可享受本政策下的假期待遇。



Mainland China Maternity and Paternity Leave Policy

ADOBE MAINLAND CHINA CONFIDENTIAL

中国产假及陪产假政策

ADOBE中国保密文件

- 5.3 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 leave, or 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.

员工如未能在约定回归工作的日期起三天内回归工作，或者在休假期间接受其他单位的有偿雇佣（包括开展自营业务）的，或者被发现伪造任何关于休假的信息的（包括休假日期及原因），将受到纪律处分，其中可能包括立即解除。

- 5.4 During an employee's pregnancy or nursing period, Adobe will not reduce her wages or use such as a reason to terminate her contract unless and until the employee fails to perform her obligations set forth in the contract or is in violation of stipulations of the Employee Handbook or Chinese Law.

在员工怀孕或哺乳期内，奥多比不会降低其工资或以此为原因解除其合同，除非员工无法履行合同中规定的义务，或违反员工手册或中国法律的规定。

- 5.5 Upon termination of employment (for whatever reason), you will forfeit any remaining days (either statutory or contractual) under this Policy (if any) and will not be entitled to any pay-out.

劳动合同无论因何原因解除或终止时，您将被视为放弃任何本政策下的剩余的假期天数（无论是法定的，还是奥多比额外给予的）（如有），并无权就此获得任何补偿。

- 5.6 The leave benefits provided by Adobe under this policy are more favorable than what is required under local laws. Please be informed that those benefits that are more favorable than what the law requires are provided based on the sole discretion of Adobe. Adobe reserves the right to review and revise, including termination of, any of the benefits from time to time in its sole discretion.

奥多比在本政策下提供的假期待遇是高于当地法律规定的。请了解这些高于法定标准的福利待遇是在奥多比全权决定的基础上提供的。奥多比有权自行决定随时审视、修改本政策，包括终止本政策下的任何福利待遇。

- 5.7 This Policy is published in both English and Chinese. If there are any inconsistency between the two versions, the Chinese version will prevail.

本政策有中英文版本。如有不一致之处，以中文版本为准。

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 - Changed statutory maternity leave from 128 to 158 days. Changed that Statutory Maternity Allowance paid directly to Adobe would apply to Beijing employees only. For employees based in Shanghai, they would be required to apply and receive directly the Statutory Maternity Allowance.
4.0	March 2022	