



<b>Overview</b> .....	2
<b>Adobe Maternity Leave</b> .....	2
Eligibility .....	2
Entitlement .....	2
Notification .....	3
Payment while on Maternity Leave.....	3
<b>Adobe Partner Leave</b> .....	3
Eligibility .....	3
Entitlement .....	3
Notification .....	4
<b>Adobe Adoption Leave</b> .....	5
Eligibility .....	5
Entitlement .....	5
Payment while on Adoption Leave.....	5
<b>Statutory Parental Leave</b> .....	6
Eligibility .....	6
Entitlement .....	6
Notification .....	6
<b>Returning to Work</b> .....	7
Returning to work following Adobe Maternity, Partner or Adoption Leave.....	7
Not returning to work following Adobe Maternity, Partner or Adoption Leave .....	7
Illness after Adobe Maternity, Partner or Adoption Leave .....	7
<b>Benefits Impact while on Leave</b> .....	7
Annual Leave .....	7
Pension .....	8
<b>Commission &amp; Bonus Impact while on Leave</b> .....	8
Sales based commission .....	8
Bonuses .....	8
<b>Ante-Natal Care</b> .....	8



## France Family Leave Policy

### Overview

Adobe offers additional family leave and pay to eligible employees to supplement the family leave provided under French law (i.e. labour code and collective bargaining agreement). This enables employees to take more time to bond with their child before returning to work.

### Adobe Maternity Leave

#### *Eligibility*

All female employees who give birth are entitled to take statutory maternity leave as provided for by French law. In addition, Adobe will offer employees with over one year of service and who are eligible for statutory maternity leave an additional leave and pay as set out below.

#### *Entitlement*

The law generally provides for maternity leave entitlement of 16 to 26 weeks, depending on the number of children the employee already has, and if there are complications. If it is a multiple birth, the statutory leave period can be extended up to a maximum of 46 weeks.

Depending on the family situation of the employee, statutory leave entitlements are:

- For first and second child: 6 weeks before childbirth and 10 weeks after;
- for third child or more: 8 weeks before and 18 weeks after;
- for twins: 12 weeks before and 22 weeks after; and
- for triplets or more: 24 weeks before and 22 weeks after.

Adobe offers enhanced leave so that employees having their first or second child and who have more than one year's service will be eligible to take up to 26 weeks' maternity leave in total (i.e. this includes their statutory entitlement), which must be taken as a single continuous period of leave. For those with less than one year's service, the statutory position will apply.

Employees on maternity leave can choose how much of this leave entitlement they take, but the law prohibits women from working for a period of at least eight weeks (including a minimum of six weeks after the child's birth).

The mother can defer up to 3 weeks of the portion of leave from before childbirth to after the birth. This can be done with the agreement of the doctor. The deferral can either be in one piece for a maximum of 3 weeks or in the form of a carry-over of a fixed duration (one week for example) and renewable within the limit of 3 weeks. The employee will need to send a written request to Adobe Employee Resource Center and the health insurance fund, accompanied by a certificate from the doctor or midwife confirming that her state of health allows her to extend professional activities before birth. The employee must make the application no later than one day before the date originally scheduled for leave.

In the case of premature delivery, the total duration of maternity leave is not reduced: the amount of leave before childbirth not taken is postponed until the child's birth. You may be eligible to receive additional statutory leave days either in the case of premature birth more than 6 weeks before the presumed leave start date, or if your child is hospitalized in an institution with neonatal or neonatal resuscitation specific care related to his / her premature birth.



### *Notification*

For Adobe to comply with maternity protection regulations, an expectant mother should notify her Manager and the Employee Resource Center, by email, of the pregnancy and the probable date of delivery as soon as they are aware of these facts. In addition, the employee should provide the pregnancy certificate issued by the doctor.

### *Payment while on Maternity Leave*

Employees with less than one year's service are not entitled to any additional benefit payment from Adobe, statutory pay will apply (if applicable).

Employees with one year's service or more are entitled to maternity pay under the Syntec CBA. Eligible employees receive maternity pay at 100% of the net salary (after deduction of the allowances granted by the social security regime and the contingency scheme). This is payable for the entire duration of the maternity leave period provided for by the CBA. More information about statutory family benefits can be found at [Ameli.fr](https://www.ameli.fr).

Adobe will, supplement the CBA maternity pay so that those employees with more than one year's employment, will overall receive 100% of their salary during the first 26 weeks of maternity leave. Adobe maternity pay will be calculated based on:

- 100% of base salary
- Target commission for sales employees

For any maternity leave beyond 26 weeks (i.e. multiple births), statutory pay will apply, if applicable.

Employees are required to make the necessary claims for maternity benefits through the statutory fund within the required time limits and to comply with whatever requirements are laid down by that department as a condition of claiming benefits, and the employee's eligibility to any additional maternity pay as outlined in this policy is conditional on this being completed successfully.

### *Discretionary Status*

Please note that the enhanced maternity leave and pay Adobe offers is entirely discretionary, and Adobe reserves the right to vary or withdraw this enhanced discretionary payment at any time in its absolute discretion in accordance with French law. Should this discretion be exercised, this will not impact on the employee's statutory entitlement or rights under the CBA.

## **Adobe Partner Leave**

### *Eligibility*

Employees are eligible for statutory Paternity Leave if they are:

- the father of the child, independent of their marital status: marriage, civil solidarity pact (PACS), common-law union, divorce or separation, even if they do not live with the child or with the mother;
- not the father of the child but they are the spouse of the mother, or her partner (PACS), or if they live with her.

### *Entitlement*

Under French law, eligible employees can take:

- 3 working days of mandatory childbirth leave at full pay immediately from the day of child's birth or the first working day thereafter.

- 25 calendar days (32 in case of multiple birth) of Statutory Paternity Leave, where the first 4 consecutive calendar days are mandatory and must be taken immediately following the child birth's leave. The remaining 21 calendar days (28 calendar days in case of multiple births) are not mandatory and can be used within 6 months following the birth of the child. This period can be split in two blocks of a minimum 5 days each.

In this period, they receive an allowance from social security and top-up by the employer if provided by the CBA. Under specific circumstances (child is hospitalized or the mother dies), the employee is entitled to postpone such leave after the time limit of six months after the birth.

Adobe offers enhanced Partner Leave, and eligible employees with more than one year of employment can take up to 16 weeks' leave following the birth of a child, paid at 100% of base salary (TTC for commissioned employees). A 'week' equals the length of time an employee normally works over 7 days. The first two weeks of the Adobe Partner leave must be taken from the day of child's birth or the first working day thereafter. The remaining 14 weeks can be taken flexibly until the child turns 6 months old, at which point any remaining leave will expire. This period of 14 weeks can be split in two blocks of a minimum one week each.

In cases of multiple simultaneous births or adoption of siblings, only one period of Adobe Partner leave is available to employees.

The Adobe Partner Leave is inclusive of an employee's entitlement to statutory childbirth and paternity leave where an employee meets the statutory eligibility requirements to take these leaves. Any period of statutory childbirth and paternity leave that the employee is eligible for must be taken in full prior to availing of their entitlement to the remainder of Adobe Partner Leave. In the event that the statutory entitlement to childbirth or paternity leave increases in the future, eligible employees will be deemed to have taken this leave first and the 16 weeks' period of Partner Leave available to the employee will be reduced by the number of weeks of statutory leave already taken. Upon termination of employment for any reason, the employee will not be paid for any unused Adobe Partner leave which was due to them.

Employees are required to make the necessary claims for paternity benefits through the statutory fund within the required time limits and to comply with whatever requirements are laid down by that department as a condition of claiming benefits. and the employee's eligibility to any additional paternity pay as outlined in this policy is conditional on this being completed successfully. Information about statutory family benefits can be found at [Ameli.fr](http://Ameli.fr).

#### *Notification*

The employee must notify Adobe in writing at least one month before the start of the leave. The email request should contain:

- Start date of leave(s)
- End date of leave(s)
- A certificate from the spouse or partner's doctor confirming when the baby is due
- Or confirmation of the baby's actual date of birth if applying for leave after the birth has occurred



### *Discretionary Status*

Please note that Adobe Partner Leave is entirely discretionary, and Adobe reserves the right to vary or withdraw this enhanced discretionary payment at any time in its absolute discretion in accordance with French law. Should this discretion be exercised, this will not impact on the employee's statutory entitlement or rights under the CBA.

## **Adobe Adoption Leave**

### *Eligibility*

All employees who adopt a child under the age of 18 may take three (3) days' childbirth leave (100% paid) in the two weeks around arrival of an adopted child. In addition, parents who adopt have the right to statutory adoption leave. Adobe also offers employees with over one year of service additional discretionary adoption leave.

### *Entitlement*

Eligible employees can take from 16 to 22 weeks of statutory adoption leave following the adoption of a child.

The duration of statutory adoption leave varies depending on the number of children adopted and the number of children in the household:

- If adopting a child either as a first child or if they already have one child in their permanent care, 16-week adoption leave.
- If adopting a child and at least two children are in the household, 18-week adoption leave.
- If you have more than one child being adopted, 22 weeks of adoption leave (regardless of the number of dependent children).

Adoption leave begins either on the day the child arrives home or seven days before the expected date of the child's arrival.

Parents can choose to share the adoption leave, if both fulfil the eligibility requirements. In such cases, they can take leave either concurrently or sequentially. The duration of the adoption leave is modified in such cases as follows:

- 25 additional days for adoption of one child.
- 32 additional days for the adoption of several children.

In such case, the minimum duration of one parent's leave is set at 25 days. Adobe offers additional leave so that all eligible employees with more than one year's service can take up to a total of 26 weeks' adoption leave.

Adobe Enhanced Adoption Leave extends the employee's statutory leave and must all be taken within 26 weeks of the adoption of the child, at which point any untaken leave will be forfeited. If both parents work for Adobe, only one will benefit of the Adobe Enhanced Adoption Leave.

### *Payment while on Adoption Leave*

For employees who take adoption leave and who have over one year of service, the Adobe Adoption Leave pay is 100% of base salary (TTC for commissioned employees). for the duration of leave.

The above will be inclusive of any state benefits the employee is eligible to receive through adoption allowance or otherwise and the employee's eligibility to any additional adoption leave pay as outlined in this policy is conditional on this being completed successfully...

If the employee has been employed by the company for less than one year, the employee is not eligible to additional Adoption leave pay beyond any statutory pay to which they may be eligible under French law.

Employees are required to make the necessary claims for adoption benefits through the statutory fund within the



required time limits and to comply with whatever requirements are laid down by that department as a condition of claiming benefits. More information about statutory family benefits can be found at [Ameli.fr](https://www.ameli.fr).

## **Statutory Parental Leave**

### *Eligibility*

After one year of service, parents have a right to parental leave. Parental Leave may be available from the birth of the child or the adoption of a child under the age of 16 years.

### *Entitlement*

Eligible employees with over one year of service, have a right to take unpaid parental leave up to the child's third birthday. Parental leave can only be taken initially for a maximum one year period, it may be extended twice, up to a maximum of 3 years, so long as this does not go beyond the date of the child's third birthday. For multiple births, the parental leave may be extended until the children go to kindergarten. For multiple births of at least three children or the simultaneous arrival of at least three children adopted or entrusted for adoption, the leave may be extended five times to end on or before the sixth birthday of the children. This leave can be taken as full time or part time leave. When taken as full time, the employee is not entitled to any remuneration. When taken as part time, the employee is entitled to a remuneration which shall be proportionate to his/her working time.

In the case of adoption, the leave may not exceed:

- A duration of 3 years if the child was less than 3 years old when arriving at the home;
- A period of one year if the child was over 3 years of age and has not yet attained the age of 16 years.

In case of serious illness, accident or disability of the child, the duration of parental leave or part-time work may be extended by one year.

The employment contract is suspended while on full time Parental Leave. During the parental leave, an employee can, under certain conditions, benefit from the child benefit (Paje) paid by the family allowance fund (Caf). Full time parental Leave is unpaid by Adobe.

More information about statutory family benefits can be found at [Ameli.fr](https://www.ameli.fr).

### *Notification*

The employee must inform Adobe by registered letter with acknowledgment of receipt or by hand-delivered letter specifying the starting point and duration of the leave. This information must be provided:

- One month before the end of the maternity or adoption leave;
- Two months prior to the taking of the leave if the leave does not begin immediately after the maternity or adoption leave.

For each of the two renewals, the employee must notify Adobe one month before the expiry of the current leave by registered letter with acknowledgment of receipt. The employee must also inform Adobe of any intention to transform parental leave during periods of part-time work or part-time work on parental leave.



## **Returning to Work**

### *Returning to work following Adobe Maternity, Partner or Adoption Leave*

Subject to the employee complying with the procedures set out above, when returning from leave the employee will be entitled to return to the same job on the same terms and conditions as if he/she had not been absent, or, if not possible, on a similar position with equivalent compensation.

An employee will be expected to return following leave on the date agreed with Adobe. It would, however, assist if the employee would telephone the Manager at least 4 weeks before their return from Adobe Maternity, Partner or Adoption, so that Adobe can ensure that arrangements are in place for her/his return. Failure to return on the date agreed will be treated as unauthorized absence.

If an employee wishes to return to work earlier than the expected return date, he/she must give Adobe at least eight (8) weeks' notice of his/her date of early return, in writing. If he/she fails to do so, Adobe may postpone his/her return to such a date as will give Adobe eight (8) weeks' notice, if this is not later than the expected return date.

When returning from a maternity leave, the employee shall benefit from a medical examination at the latest within 8 days following her return to work.

Last, the employee returning from maternity leave/parental leave is entitled to a mandatory professional interview.

### *Not returning to work following Adobe Maternity, Partner or Adoption Leave*

If the employee decides not to return to work after Leave, the employee must give notice of resignation as soon as possible and in accordance with the terms of his/her contract of employment. If the notice period would expire after the leave has ended, Adobe may require the employee to return to work for the remainder of the notice period.

### *Illness after Adobe Maternity, Partner or Adoption Leave*

If an employee has a medical condition that prevents him/her from returning to work on the agreed date, he/she should send a medical certificate to Adobe as soon as possible. The employee will be treated as having returned from leave on the agreed date and treated the same as any other employee on sick leave. The normal contractual arrangements for sickness absence will therefore apply.

## **Benefits Impact while on Leave**

Unless specifically outlined in a separate paragraph within this policy, all France benefits including car allowance, wellness reimbursement and annual leave etc., remain unchanged during Maternity, Partner and Adoption leave. While on Parental Leave all company provided benefits including health insurance or car allowance, stop.

### *Annual Leave*

Annual paid time off ("congés payés") continues to accrue during Maternity, Partner and Adoption leave. Accrued annual leave can be taken either before commencement of, or immediately at the end of the leave period. Where this leave falls over from one calendar year to the next, annual leave can be carried over but must be taken immediately at the end of the leave period, prior to the employee's return to work. There will be no payment in lieu of untaken annual leave.



### *Pension*

Pension contributions from both Adobe and the employee continue unchanged during the period of full salary and stop during Parental Leave.

### **Commission & Bonus Impact while on Leave**

The payment and entitlement to earnings other than basic pay during paid leave can be complex and will depend on the exact circumstances of the employee concerned. However, for reference, some general principles are set out below.

#### *Sales based commission*

Details of how your Leave impacts on sales commission are posted on the Adobe Field Readiness site, [here](#).

#### *Bonuses*

Bonuses which are announced and confirmed prior to commencement of any family leave are unaffected by commencement of leave and will be paid on the previously notified date or on such date as the bonus is paid to other employees not on Adobe Leave.

Bonuses which are referable to an element of personal performance or where personal performance is considered will be pro-rated to take account of the element of the bonus year for which the employee was not on leave. This will usually be a straight-line pro-rating, but Adobe reserves the right to consider other factors, such as seasonal variation in levels of business, where it is considered appropriate to do so.

### **Ante-Natal Care**

Employees are entitled to paid leave for reasonable attendance at ante-natal appointments, either for themselves or to support their partner, based on Syntec CBA. The employee must provide their manager with a doctor's certificate of pregnancy and appointment card when requesting permission.

Where an employee can reasonably arrange such appointments to take place out of working hours, they are requested to do so. Otherwise they are requested to arrange them as close to the start or end of the working day as possible.