

Ireland Family Leave Policy

Overview

Adobe offers enhanced family leave and pay to eligible employees to supplement the family leave provided under Irish law. This enables employees to take more time to bond with their child before returning to work.

Adobe Maternity Leave

Eligibility

Any employee who becomes pregnant, is entitled to take Maternity Leave, from day one of employment.

Entitlement

Under the [Maternity Protection Acts 1994-2004](#), employees are entitled to 26 weeks ordinary maternity leave. A pregnant employee can begin and end her maternity leave on any day she selects but must take:

- at least 2 weeks leave before the end of the expected week of confinement
- 4 weeks leave after the end of the expected week of confinement

For premature births, maternity leave is extended for an extra period after the end of ordinary maternity leave (Maternity Benefit may also be payable by the State for this extra period.) It corresponds to the time period between your baby's actual birth date and the expected start date of your maternity leave. Should this occur, the employee is obligated to inform her Manager and Employee Resource Center in writing within 14 days of the changed circumstances.

If the baby is born later than expected, and there are less than four weeks left to the end of the maternity leave, then the leave will be extended up to a maximum of four weeks.

If there are medical reasons, maternity leave may commence at an earlier date and the employee, having shown the medical certificate to her Manager and Employee Resource Center, will be deemed to have complied with the notification procedure.

An employee is also entitled to take up to 16 weeks (unpaid) additional maternity leave immediately after the end of ordinary maternity leave.

Maternity Leave must be taken in the following sequence

- Paid maternity leave (26 weeks)
- Unpaid additional maternity leave (up to 16 weeks)
- Public Holidays accrued during maternity leave (this includes unpaid additional maternity leave)
- Annual Leave accrued during maternity leave (this includes unpaid additional maternity leave)

Notification

An employee must notify her Manager and Employee Resource Center of her intention to take maternity leave as soon as reasonably possible, or at least 4 weeks before the ordinary maternity leave is due to commence. The notification should include the start and end date of Maternity leave requested. You will be required to provide a certificate from a registered medical practitioner or midwife confirming your pregnancy and your expected week of confinement.

Application for additional maternity leave should be made either at the time of the initial application for ordinary maternity leave or in writing no later than 4 weeks before the end of ordinary maternity leave.

If an employee decides not to take maternity leave, she may revoke the notice by sending a further written notice to her Manager and Employee Resource Center.

Employees are required to make the necessary claims for maternity benefit to the [Department of Employment and Social Protection](#) within the required time limits and to comply with whatever requirements are laid down by that Department as a condition of claiming benefit. For more information please visit the Department of Employment and Social Protection.

The Department of Employment and Social Protection is authorized to contact and share information with the Company in relation to details of the employee's Maternity Benefit Claim.

Payment while on Maternity Leave

While the maternity protection legislation does not protect the employee's entitlement to remuneration during maternity leave, Adobe operates a maternity pay scheme as follows:

Maternity pay will only be paid during the 26 week period of ordinary maternity leave and will be calculated based on:

- 100% of base salary (or target commission for sales employees)
- Less any maternity benefit to which they may be entitled to from state benefits.

Maternity pay will be paid by credit transfer on or around the 25th of each calendar month.

The Company is not liable for any loss that an employee incurs as a result of their failure to comply with the rules governing the granting of maternity benefit as set out by the Department of Employment and Social Protection.

If an employee does not qualify for Social Welfare payments, then the Company will contribute 100% base pay (or TTC for sales employees) during the 26 weeks of ordinary maternity leave.

Health and Safety

Health and Safety leave will be provided to pregnant employees, breastfeeding employees or employees who have recently given birth where there is a risk to the health of such an employee and where it is not possible for Adobe to remove the risk to the employee's health, or assign the employee alternative "risk-free" duties.

Health and Safety leave may cover the entire period of the beginning of the pregnancy up to commencement of maternity leave and, if applicable, following the end of maternity leave until she ceases to be an employee who has recently given birth or an employee who is breastfeeding up to 26 weeks after giving birth.

Payments to employees on health and safety leave will be in accordance with the Maternity Protection Act, 1994. The employee will receive payment from the Company for the first 21 days (for which a Doctor Certificate has been received) and from the Department of Employment and Social Protection thereafter.

The employee will be responsible for informing Employee Resource Center, the Safety and Security Team and their Manager in writing, as soon as is practicable that she is no longer vulnerable to the risk. The Safety and Security Team may request certification to ensure that it is safe for the employee to return to work or may require the employee to be medically examined by an independent medical practitioner.

If, during a period of health and safety leave, Adobe either takes whatever measures are necessary to ensure that the employee will no longer be exposed to any risk or becomes able to assign the employee to "risk-free" duties, Adobe will notify the employee in writing that she can return to work without exposure to that risk or, as the case may be, that other work is available to her which is suitable for her.

The leave shall end within seven days of confirmation that the employee can return to work

Adobe Partner Leave

Eligibility

Employees will be eligible for Adobe Partner Leave if they:

- Have been employed by Adobe for at least 3 months before the start date of the leave.
- Are the father of the child
- Are the spouse, civil partner or cohabitant of the mother of the child
- Are the parent of a donor conceived child
- In the case of adoption:
 - where the child is adopted jointly by a married couple of the same sex, the spouse who has or expects to have responsibility for the child's upbringing;
 - in any other case, the spouse, civil partner or cohabitant of the adopting mother or sole male adopter of the child.
- In cases of surrogacy:
 - a person who commissions another to have a child on their behalf and has or expects to have responsibility for the child's upbringing.

Entitlement

Employees eligible for Adobe Partner Leave can take up to 16 weeks leave following the birth or adoption of a child, paid at 100% of base salary (TTC for commissioned employees), minus any state paid benefits that you may receive. In other words, this pay is a top-up to any State paternity benefit the employee is eligible to receive.

The Adobe Partner Leave runs concurrently with statutory paternity leave (where an employee is eligible to take this leave) and is currently comprised of:

- Two weeks' statutory paternity leave;
- 14 weeks of Adobe Partner Leave

For the avoidance of doubt, Adobe Partner Leave is inclusive of an employee's entitlement to statutory paternity leave where an employee meets the statutory eligibility requirements to take this leave. Currently, two weeks' paternity leave is available to certain employees, where they meet the eligibility requirements. In the event that the statutory entitlement to paternity leave increases, the total amount of Partner Leave will remain the same. For the avoidance of doubt, Partner Leave is capped at a maximum of 16 weeks and employees will be deemed to have taken their entitlement to statutory paternity leave before they are eligible to avail of the remainder of the Partner Leave.

It is not possible to benefit from both Maternity or Adoption Leave and fully paid Adobe Partner Leave for the same child.

If an employee does not qualify for state paternity benefit, the Company will contribute 100% of an employee's base salary (TTC for commissioned employees) during the 16 weeks of Adobe Partner Leave.

The 16 weeks must be taken in one continuous block and must start and finish at any time within the first 6 months following the birth or adoption placement. At which point any untaken leave will be forfeited. The first 2 weeks of Adobe Partner Leave will constitute statutory paternity leave. Upon termination of employment for any reason, the employee will not be paid for any unused Partner Leave which was due to them.

Holiday entitlement will continue to accrue during Adobe Partner Leave, and employees will also be eligible upon their return to work to take time in lieu of any bank holidays which fall during their Adobe Partner Leave.

Any period of statutory 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 paternity leave increases in the future, eligible employees will be deemed to have taken this leave first and the 16 week period of Partner Leave available to the employee will be reduced by the number of weeks of statutory leave already taken.

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

employees.

Notification

The employee must notify Adobe at least 4 weeks before the start of the leave about intention to take Partner leave, which includes paternity leave. Adobe Partner Leave will start on the date specified by the employee but must be taken in full within 6 months following the birth or placement of a child.

The request will contain:

- Start date of Partner Leave
- End date of Partner Leave
- A certificate from your spouse or partner's doctor confirming when your baby is due
- Or confirmation of the baby's actual date of birth if you apply for leave after the birth has occurred
- In the case of adoption, you must produce a certificate of placement in relation to the child within four weeks of the date of the placement. In the case of a foreign adoption, the employee must provide a copy of the "declaration of eligibility and suitability" before the expected day of placement, and details in writing of the placement as soon as is reasonably practicable after the day of placement.
- In all other cases, Adobe may set requirements for the documentary evidence required at its discretion.

Discretionary Status

Adobe Partner Leave is entirely discretionary and may be modified or cancelled by Adobe at any time in its absolute discretion. The Company may refuse or terminate Partner Leave where we have reasonable grounds for believing that a relevant parent is not entitled to Partner Leave or is not using the leave for the purpose of providing or assisting in the provision of care to a child.

Adobe Adoption Leave

Eligibility

Employees who are the adoptive mother or sole male adopter of a child may be eligible to take statutory adoption leave.

Entitlement

The Adobe Adoption leave will run concurrently with Statutory Adoption Leave, which is comprised of:

- 24 weeks of Ordinary Adoption Leave
- 16 weeks of Additional Adoption Leave

Adobe adoption leave must begin on the date of placement.

You are entitled to reasonable paid time off to attend mandatory preparation classes and pre-adoption meetings required during the pre-adoption process.

It is not possible to benefit from both Maternity or Adoption Leave and Adobe Partner Leave (inclusive of paternity leave) for the same child. State paternity benefit may be available for eligible employees.

Payment while on Adobe Adoption Leave

Adobe offers enhanced benefits and will pay the first 26 weeks of Adoption Leave comprised of:

- 24 paid weeks of Ordinary Adoption Leave
- 2 paid weeks Of Additional Adoptive Leave, where an employee chooses to take Additional Adoptive Leave.
- 14 unpaid weeks of Additional Adoption Leave

While on Adobe Adoption Leave, employees will be paid at 100% of base salary (or 100% of Total Target Compensation for commissioned employees). This is inclusive of any state benefits the employee may otherwise be eligible to receive. In other words, this pay is a top-up to any state benefit the employee is eligible to receive.

Employees are required to make the necessary claims for adoptive benefit to the Department of Employment and Social Protection within the required time limits and to comply with whatever requirements are laid down by that Department as a

condition of claiming benefit. For more information please visit the [Department of Employment and Social Protection](#).

The Department of Employment and Social Protection is authorized to contact and share information with the Company in relation to details of the employee's adoptive benefit claim.

The Company is not liable for any loss that an employee incurs as a result of their failure to comply with the rules governing the granting of adoptive benefit as set out by the Department of Employment and Social Protection.

If an employee does not qualify for Social Welfare payments, then the Company will contribute 100% of the employee's basic salary (or 100% of Total Target Compensation for commissioned employees) during the first 26 weeks of adoptive leave.

The 16 weeks of Additional Adoption Leave are unpaid by the Company and there is no state Adoptive Benefit payable during additional adoptive leave.

Notification

You must give 4 weeks' notice to Adobe of your intention to take adoption leave (for both foreign and domestic adoptions) as well as:

- how much leave you want
- the leave start date
- the 'date of placement' - the date the child is placed with the employee

In the case of domestic adoption, the employee must give Adobe the certificate of placement as soon as possible but in any event within 4 weeks of the placement.

In the case of foreign adoption, the employee must give Adobe a copy of the "declaration of eligibility and suitability" before the expected day of placement and particulars in writing of the placement as soon as is reasonably practicable after the day of placement.

It is important to comply with the notice requirements as failure to do so may cause loss of rights.

Statutory Parent's Leave

An employee who is a relevant parent is entitled to leave from his or her employment for a period of 9 weeks to enable him or her to provide, or assist in the provision of, care to the child within the first 2 years of the child's birth or adoption placement.

Employees qualify if they are one of the following:

- A parent of the child
- A spouse, civil partner or cohabitant of the parent of the child
- A parent of a donor-conceived child as provided for under section 5 of the Children and Family Relationships Act 2015
- The adopting parent or parents of a child
- The spouse, civil partner or spouse of the adopting parent of the child (if the parents have not adopted jointly).
- Each member of a married couple of the same sex, a couple that are civil partners of each other, or a cohabiting couple of the same sex.

Employees can take this leave as one continuous period of 9 weeks leave or, in periods of not less than one week. Employees must give at least 6 weeks' notice in writing of their intention to take this leave. This should include the start date, the way the leave will be taken and how long the leave will last.

Parents Leave Pay

Parent's benefit is payable to relevant parents by the Department of Employment and Social Protection, subject to sufficient PRSI contributions. A parent is eligible to take parent's Leave in respect of a child born or adopted no earlier than 1 November 2019.

Statutory Unpaid Parental Leave

Eligibility

The Company complies with the provisions of the Parental Leave Acts 1998-2019.

Employees qualify if the below applies:

- they've been continuously employed by Adobe for more than a year; and
- they're the birth or adoptive parent of the child or are acting in loco parentis to the child; and
- the child is under 12 or under 16 in case of child with a disability or long term illness, or
- If a child was adopted between the age of 10 and 12 leave in respect of that child may be taken up to 2 years after the date of the adoption order

If an employee has been employed by Adobe for less than a year but more than 3 months and their child is very near the age threshold (as outlined above), parental leave entitlement will be pro-rated.

Entitlement

Employees are entitled to 26 weeks' unpaid leave for each eligible child. Where an employee has more than one child, parental leave is limited to 26 weeks in a 12-month period. Parents of twins or triplets can take more than 26 weeks of parental leave in a 12-month period.

Employees can take this leave as one continuous period or in separate blocks of not less than one week.

Entitlement to parental leave is separate to and distinct from the Adobe Partner Leave provided for above.

Parental Leave Pay

Employees are not entitled to pay or pension contributions while on unpaid parental leave.

All other employment rights are protected while on parental leave. You may take accrued annual leave and public holiday entitlements at a later time, in agreement with the Company.

Notification

Requests for unpaid parental leave must go to your Manager and the Employee Resource Center (ERC), a minimum of 6 weeks prior to the proposed date of commencement. The request must specify:

- the commencement date
- duration of leave
- and be accompanied by an original Birth Certificate for the child or adoption document

In cases where the leave could have an adverse effect on the business, the company has the right to postpone its commencement for up to 6 months. Such a requirement will always be discussed with the employee, and then put formally in writing. Only one postponement is allowed.

If you work part-time, your entitlement to parental leave is reduced on a pro-rata basis.

Returning to work following Maternity, Partner, Adoption, Parent's, or Parental 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. If it is not reasonably practicable for Adobe to allow the employee to return to his/her job, then it will provide the employee with suitable alternative work, on terms which are no less favorable than those of the previous job.

An employee will be expected to return following Maternity, Adoption, Parent's or Parental 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, 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 her date of early return, preferably 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, provided that this is not later than the expected return date.

Not returning to work following Maternity, Partner, Adoption, Parent's or Parental Leave

If the employee decides not to return to work after Maternity, Paternity, Adoption or Parental Leave, the employee must give notice of resignation as soon as possible and sufficient notice 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 or the Company reserves the right to deduct any outstanding notice due to the Company from the employee's final pay.

Illness after Maternity, Partner, Adoption, Parent's or Parental 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 this or a separate paragraph within this policy, all Ireland benefits including car allowance, wellness reimbursement and annual leave etc., remain unchanged during Maternity, Partner (which includes paternity leave and parent's leave entitlement), or Adoption Leave. However, benefits do not accrue during unpaid parental leave.

State Benefits

Employees are required to make the necessary claims for paternity benefit, maternity benefit, parent's benefit and adoption benefit to the Department of Employment and Social Protection within the required time limits and to comply with whatever requirements are laid down by that Department as a condition of claiming benefit. For more information please visit the [Department of Employment and Social Protection](#).

The Department of Employment and Social Protection is authorized to contact and share information with the Company in relation to details of the employee's paternity benefit or parent's benefit claim.

The Company is not liable for any loss that an employee incurs as a result of their failure to comply with the rules governing the granting of paternity or parent's benefit as set out by the Department of Employment and Social Protection.

Annual Leave

Annual leave continues to accrue during Maternity, Partner (which includes paternity leave), Adoption, Parent's and Parental Leave. Accrued annual leave can be taken flexibly within the six months after the end of the leave period. Where this leave carries over from one calendar year to the next, annual leave can be carried over but must be taken within six months of the date of 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. Company contribution for periods of unpaid leave will be zero.

Commission & Bonus Impact while on Leave

Sales-based commission

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

Bonuses

Employees on leave are eligible to be considered for AIP. Any AIP award will be paid on the previously notified date or on such date as the bonus is paid to other employees not on 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, or its discretionary practices which it may put in place from time to time, where it is considered appropriate to do so, subject at all times to applicable laws.

Ante-Natal Care

Employees are entitled to paid leave for reasonable attendance at ante-natal appointments, either for themselves or to support their partner. The employee must give two weeks' notice (except for the first appointment) and provide their manager with a doctor's certificate of pregnancy and appointment card when requesting permission.

If you are pregnant you may take paid time off during working hours for one set of ante-natal classes (other than the last three in such a set) although wherever possible, you should arrange your appointments at the start or end of your working day.

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.