



FAQs for Ireland Partner Leave Enhancements

Effective 1 May 2021

Adobe is taking progressive steps to assist employees during significant life events. Effective **1 May 2021**, Adobe will offer eligible employees enhanced Partner Leave benefit. This leave benefit is intended to allow employees paid-time off to bond with their child before returning to work. The benefit is available to eligible employees only and the policy may be modified or canceled at the discretion of Adobe.

1. How is Adobe enhancing its Partner leave policy?

Going forward, Adobe will offer eligible employees Partner leave for birth, adoption or surrogacy of 16 weeks at full pay.

2. When will the new policy take effect?

The new Partner Leave policy will take effect on **1 May 2021**.

3. What will I receive and how does that compare to the previous policy?

Under the previous Policy eligible employees could take 4 weeks of Partner Leave paid at 100% of base salary. Under the new policy eligible employees can take 16 weeks' leave, paid at 100% of base salary (Total Target Compensation (TTC) for commissioned employees), minus any state paid benefits.

4. How does it impact my pay when I am on Adobe-paid Partner Leave?

Sales employees will be paid at 100% of Total Target Compensation, minus any state paid benefits that you may receive. 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](#).

Non-Sales employees will be paid at 100% of base salary, minus any state paid benefits that you may receive. 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. Please review the [AIP Policy](#) for more details.

5. Do I have to take the full 16 weeks of Partner leave? Can I return to work earlier?

Yes, you may decide to take the duration that is less than your entitlement. However, you must take at least 30 calendar days leave. If you choose to return to work at any point after the 30 days but before the end of your 16 weeks of Adobe-paid Partner leave, your Adobe-paid leave entitlement will cease and you will forfeit any remaining weeks.



7. **Can I split Adobe-paid Partner Leave and take it as I see fit?**
No, Adobe-paid Partner leave must be taken in one continuous block.
8. **When should I avail the Adobe-paid Partner Leave?**
You should avail the leave as soon as the child is born and complete the leave before the child turns 6 months of age.
9. **Do I still have to complete all statutory forms and apply for the state paternity benefit?**
Yes. Adobe enhanced partner leave run concurrently with the statutory paternity leave. You will therefore need to apply for and supply all usual forms.
10. **What notification should I provide to Adobe if I want to take a leave?**
You must inform your Manager and the Employee Resource Center (ERC) of your growing family and the expected date of delivery / adoption as soon as you are aware of it and intention to take leave, by requesting leave of absence in Workday and submit a case to the ERC via the [Support Center](#).
11. **Do I need to request leave in Workday?**
Yes, you will need to report your leave in Workday as this starts the process of requesting a leave.
12. **Where can I find out more information about Ireland Parental Leave policies?**
You can review the Adobe [Ireland Family Leave Policy](#) or online at Time Off section of [Inside Adobe](#).
13. **Who can I speak to if I want to review my options for an enhanced partner leave?**
If you have questions or require clarification, please email the [ERC](#).
14. **I am currently on Leave; how does this enhancement affect me?**
If your leave started before 1 May 2021, you will be subject to the rules of the previous policy.
15. **I just came back from Partner Leave, am I still eligible for this enhancement?**
If your leave started and/or ended before 1 May 2021, you will be subject to the rules of the previous policy.
16. **My child was born before 1 May 2021, am I entitled to the enhanced Partner leave?**
No, if your child was born prior to May 1, 2021, you will be subject to the rules of the previous policy.
17. **Are non-Ireland based managers informed about Ireland partner leave enhancements?**
All managers of Ireland based employees will be notified of the new policy.
18. **Can I add on additional time off such as PTO to Adobe-paid Partner Leave?**
Yes, you can take additional time off subject to your manager's approval. Please give your manager as much notice as possible so that your manager has time to make appropriate work arrangements to cover your period of absence.



17. What happens to my PTO, public holidays and company shutdowns during Adobe-paid Partner Leave?

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

18. What happens to my benefits during Partner Leave?

Your benefits remain unchanged during Adobe Partner leave. For more information about your benefit plans visit [My Adobe Benefits](#) or adobebenefits@darwin.com

19. Upon return from my Partner Leave, will I come back to the same role and position that I held before I went out on my Partner Leave?

When returning from Partner 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.

Note: This FAQ is intended to provide information about Adobe's new leave policies. The content of this FAQ is believed to be accurate, but in the event of any conflict, the applicable policies, plans or law will take precedence. Adobe Parental Leave are entirely discretionary policies, and Adobe reserves the right to vary, amend or remove these policies at any time in its absolute discretion.