



Pregnancy Loss Guide (Ireland)

Pregnancy loss can be a devastating experience whether it happens to you, your partner or the surrogate having your baby. If you are reading this because you have been affected, we are sorry for your loss. We understand work may be the last thing on your mind right now but we have put together this information to help you understand what leave you can take and outline what help is available both inside and outside of Adobe in case of pregnancy loss.

Time Off & Leave Options Available to You

We encourage you to contact your manager if you are affected by pregnancy loss, so that we know what's happening and how we can support you. However, if you would prefer not to tell anyone, use the below guide. Everyone copes with the loss differently, some people may feel that they can continue to work as normal, while others may require more support and time to recover. We've outlined below different leave options available to you and you can decide what works best for you.

Bereavement Time Off (for all employees)

All employees who have been affected by pregnancy loss (including partners) can take up to 20 working days (at full pay), per calendar year*. You are eligible to take time off for bereavement starting on your first day with Adobe. The time off must be taken within 180 calendar days of the event. It can be taken as one block or intermittently and in full-day increments. Supporting documents (e.g. death certificate or medical certificate) are not required to take bereavement.

Submit your request for Bereavement in Workday ([see instructions](#))

Bereavement can be coupled with sick leave and/or personal time off (PTO).

** The 20 days bereavement time off per year will include any other eligible events under the bereavement plan.*

Sick Leave

Employees who have experienced the physical loss, can take up to 6 months of sick leave at full pay, based on valid medical certificate issued by the doctor. If an absence lasts more than three calendar days, employees must obtain a doctor's certificate on the fourth calendar day to cover the entire period of absence. For more details read the [Ireland Sickness Absence Policy](#).

Submit your request for Sick Leave in Workday ([see instructions](#))

Annual Leave (PTO) (for all employees)

You can take the available PTO or couple it with bereavement and sick leave.

[Follow these step-by-step instructions](#) to book your PTO in Workday



Pregnancy loss after 24 weeks

If you are the pregnant employee and experience a stillbirth or neonatal loss you are entitled to your full maternity leave. Refer to the [Ireland Family Leave Policy](#) for details.

Submit a case to the ERC via the [Support Center](#) so that they can support you through this time in your life and ensure your leave is recorded correctly in Workday. Should you wish to apply for a flexible work schedule upon your return, they will guide you through the process.

Additional Support

Employee Resource Center (ERC)

Submit a case to the ERC via the [Support Center](#)

Employee Assistance Program (EAP)

EAP provides you and members of your household with confidential, short-term counselling services and additional work-life resources. You're eligible to use up to 10 free sessions per issue, per year. Visit [Guidance Resources](#), click on the [Register](#) tab and enter [Web ID](#): Adobe

Flexible Work Schedule

Adobe recognizes that personal needs arise for employees, which may require flexibility in your work schedule. Flexible schedules may include phased return to work, adjusted work hours, additional work from home days and/or a more formal change such as a part-time schedule. Visit [Adobe Work and Life](#) on Inside Adobe to learn about flexible work options and application process.

Welcome Back Program

Review the [EMEA Welcome Back Employee Guide](#) that provides the tools and resources needed for a seamless transition back to work following the extended leave of absence.

External Resources

Miscarriage Association of Ireland

Tel: +353 (01) 873 5702

Homepage: <http://www.miscarriage.ie/>

Email: info@miscarriage.ie

Pregnancy & Infant Loss Ireland

Homepage: <https://pregnancyandinfantloss.ie/>



Citizens Information

Homepage: https://www.citizensinformation.ie/en/birth_family_relationships/miscarriage_and_stillbirth/bereavement_and_childbirth.html

Department of Social Protection

Maternity Benefit Section

Tel: +353 (01) 471 5898

Local: 1890 690 690 (Note: the rates charged for using 1890 numbers may vary)

Homepage: <https://www.gov.ie/en/service/apply-for-maternity-benefit/>

Email: maternityben@welfare.ie