



## Germany Parental Leave FAQs

Adobe offers eligible employees a Parental Leave benefit which is intended to allow employees paid time off to bond with their child before returning to work. It is available to eligible employees only, and the policy may be modified or canceled at the discretion of Adobe.

### 1. How much leave does Adobe's Parental Leave policy offer?

- Adobe offers eligible employees: 26 weeks' **Maternity Leave**, first 14 weeks calculated based on average salary over the last three months minus 13.00 EUR per day, followed by 12 weeks, paid at 100% of base salary (Total Target Compensation (TTC) for commissioned employees), including state benefits.
- 16 weeks' **Partner Leave**, paid at 100% of base salary (Total Target Compensation (TTC) for commissioned employees), including state benefits.

The above is inclusive of the statutory benefits the employee might be eligible to receive through Statutory Parental Pay, or otherwise.

Please note that payments received by Adobe under the "Adobe Partner Leave" might be deducted from Statutory Parental Pay, or other.

### 2. How is my pay impacted when I am on Adobe Parental Leave?

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](#). Non-sales employees will be paid at 100% of base salary.

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

You may decide to take the duration that is less than your entitlement. However, 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 of the child, at which point any untaken leave will be forfeited.

### 4. When should I avail the Partner Leave?

We recommend that you should avail the leave as soon as the child is born or adopted. Remember, you must complete the leave within the first 6 months after the child is born or adopted.

### 5. 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) the expected date of birth / adoption, and intention to take leave by requesting leave of absence in [Workday](#) as soon as possible.

### 6. 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.



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**7. Where can I find out more information about Germany Parental Leave policies?**

You can review the Adobe [Germany Family Leave Policy](#) or in the [Parental Leave](#) section on [Benefits.Adobe.com](#).

**8. Who can I speak to if I want to review my options for Parental Leave?**

If you have questions or require clarification, please contact the [ERC](#).

**9. Can I add on additional time off such as PTO to 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.

**10. What happens to my PTO and Public holidays during Partner Leave?**

Holiday entitlement will continue to accrue during Partner Leave and the 16 weeks are inclusive of public holidays.

**11. What happens to my benefits during Parental Leave?**

Your benefits may be affected during partner leave. For more information, please refer to [EMEA Rewards impact during a leave of absence](#) [PDF] and the [Global Unpaid Leave policy](#) [PDF].

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

When returning from Partner Leave you will be entitled to return to the same job on the same terms and conditions as if you 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 Policies are entirely discretionary, and Adobe reserves the right to vary, amend or remove these policies at any time in its absolute discretion.*