

Switzerland Family Leave Policy

Overview

Adobe currently offers additional parental leave and pay to eligible employees to supplement the parental leave provided under Swiss statutory law. 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 or are in the process of adopting a child under the age of 18 years old, and meet all eligibility criteria, may take Adobe Maternity Leave. Eligible employees must satisfy the statutory requirements for maternity allowance benefits as provided for in the Loss of Earnings Compensation Act (Erwerbsersatzordnung, EO). Adoptive mothers must have been mandatorily insured in accordance with the Old Age and Survivors Act (AHV-Gesetz, AHVG) for the nine months prior to a child being placed in her care with the approval of the competent authorities in view of a planned adoption and must have worked for at least five months before the start of their leave.

Entitlement

Female employees may take up to 26 weeks paid Adobe Maternity Leave. A pregnant employee can begin her maternity leave on the day she gives birth. Before taking Adobe Maternity Leave, pregnant employees may avail of their sickness leave benefits in appropriate cases. Adobe Maternity Leave must be taken in a single continuous block.

Adoptive mothers will be able to start Adobe Maternity Leave on the date a child is being placed in her care with the approval of the competent authorities in view of a planned adoption.

Adobe Maternity Leave is inclusive of, and will run concurrently with, any type of statutory maternity or adoption leave the employee is eligible to receive.

Notification

An employee must notify her Manager and the Employee Resource Center (ERC) of her intention to take maternity leave at least 8 weeks before the leave is due to commence. The request should contain:

- Start date of maternity leave
- End date of maternity leave
- A certificate from the doctor confirming when the baby is due
- In the case of a planned adoption, the employee must produce the approval by the competent authorities of the placement of the child in view of the planned adoption in relation to the child.

Payment while on Maternity Leave

Maternity pay will be calculated based on:

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

The above will be inclusive of the state benefits the employee is eligible to receive through maternity allowance benefits or otherwise. From all salary payments made by Adobe in excess of the statutory maternity allowance benefits the same deductions for social security contributions and insurances will be made as before.

Employees are required to make the necessary claims for maternity allowance benefit by completing the necessary form and have it sent by Adobe to the competent authority within the required time limits and to comply with whatever conditions of claiming benefit. For more information, please see the Maternity Benefit leaflet [in English](#) or [in German](#).

Women who return to work earlier than the end of the 26 weeks of paid Adobe Maternity Leave, lose their entitlement to any untaken Adobe Maternity Leave.

Reservation

Subject to compliance with any statutory obligations, Adobe reserves the right to modify or remove Adobe Maternity Leave benefits at its discretion by notifying its employees by e-mail or any other means of communication. Any modification or removal will become effective at the end of the month following the date of notification or at the next ordinary termination date of the relevant employment contract, whichever is later. If an employee has started her Adobe Maternity Leave, the benefits will not be affected by any modification or removal until her return to work.

Adobe Partner Leave

Eligibility

Employees will be eligible for Adobe Partner Leave if they are:

- The father of the baby
- The adoptive father of the child

Entitlement

Adobe offers enhanced Partner Leave, and eligible employees can take up to 16 weeks leave following the birth or adoption of a child under the age of 18 years old. Eligible employees must be mandatorily insured in accordance with the Old Age and Survivors Act (AHV-Gesetz, AHVG) for the nine months prior to the birth of a child or a child being placed in his care with the approval of the competent authorities in view of a planned adoption and must have worked for at least five months before the start of the leave.

The Adobe Partner Leave must start and finish at any time within the first 6 months following the birth or adoption of a child, at which point any untaken leave will be forfeited. The 16 weeks' leave can be taken in a single continuous block or can be split in three (3) blocks of a minimum one week each. A 'week' equals the length of time an employee normally works over 7 days.

In cases of multiple births or placements of children with the approval of the competent authorities in view of planned adoptions on or about the same time, only one period of Adobe Partner Leave is available to employees.

The Adobe Partner Leave (16 weeks) runs concurrently with statutory paternity leave (where an employee is eligible

to take this leave) and is currently comprised of:

- 14 calendar days' (i.e. 10 business days) 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. In the event that the statutory entitlement to paternity leave increases, the total amount of Adobe Partner Leave will remain the same. 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.

Payment while on Partner Leave

Partner pay will be calculated based on:

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

The above will be inclusive of the state benefits the employee is eligible to receive through paternity allowance benefits or otherwise. From all salary payments made by Adobe in excess of the statutory paternity allowance benefits the same deductions for social security contributions and insurances will be made as before.

Employees are required to make the necessary claims for paternity allowance benefit by completing the necessary form and have it sent by Adobe to the competent authority within the required time limits and to comply with whatever conditions of claiming benefit.

Notification

The employee must notify Adobe at least 4 weeks before the start of the leave about his intention to take leave. The request will contain:

- Start date of Partner leave
- End date of Partner leave
- 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 you apply for leave after the birth has occurred
- In the case of a planned adoption, the employee must produce the approval by the competent authorities of the placement of the child in view of the planned adoption in relation to the child.

Reservations

Subject to compliance with any statutory obligations, Adobe reserves the right to modify or remove Adobe Partner Leave benefits at its discretion by notifying its employees by e-mail or any other means of communication. Any modification or removal will become effective at the end of the month following the date of notification or at the next ordinary termination date of the relevant employment contract, whichever is later. If an employee has started taking his Adobe Partner Leave, the benefits will not be affected by any modification or removal until he has taken his entire Adobe Partner Leave (or untaken leave will be forfeited).

Generally Applicable Rules for Adobe Maternity or Adobe Partner Leave

Returning to work following Adobe Maternity or Adobe Partner 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 an employee takes additional maternity leave, they will be entitled to return to the same job in so far as this is reasonably practicable.

An employee will be expected to return following Adobe Maternity or Adobe Partner 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 or Partner Leave so that Adobe can ensure that arrangements are in place for his/her return. Unexcused 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 from Adobe Maternity Leave, she must give Adobe at least eight (8) weeks' notice of her date of early return, preferably in writing. For returning early from Adobe Partner Leave, 1 weeks' notice must be given. If the employee fails to do so, Adobe may postpone the return to such a date as will give Adobe eight (8) / one (1) weeks' notice (respectively), provided that this is not later than the expected return date.

Not returning to work following Adobe Maternity or Adobe Partner Leave

If the employee decides not to return to work after Adobe Maternity or Adobe Partner 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 or Adobe Partner 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 arrangements for sickness absence will then apply.

Benefits Impact while on Leave

Unless specifically outlined in a separate paragraph within this policy, all Switzerland benefits including car allowance, wellness reimbursement and annual leave etc., remain unchanged during Adobe Maternity or Adobe Partner Leave.

Annual Leave

Annual leave continues to accrue during Adobe Maternity or Adobe Partner Leave.

Any untaken annual leave which accrued before and during Adobe Maternity and Partner Leave should be taken immediately following the end of the maternity leave period.

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 payment.

Commission & Bonus Impact while on Leave

The payment and entitlement to earnings other than basic pay during Adobe Maternity or Adobe Partner 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 parental leave are unaffected by commencement of leave and will be paid in the usual way.

Bonuses which are referable to an element of personal performance or where personal performance is taken into account 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. 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.