FAQs for Germany Maternity and Partner Leave Enhancements

Effective 1 January 2023

Adobe is taking progressive steps to assist employees during significant life events. Effective 1 January 2023, 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 Maternity and Partner leave policy?
   Going forward, Adobe will offer eligible employees to receive up to 26 weeks of paid Maternity Leave and up to 16 weeks of paid Partner/Adoption Leave.

2. When will the new policy take effect?
   The new Family Leave policy will take effect on 1 January 2023.

3. What will I receive and how does that compare to the previous policy?
   Under the previous policy eligible employees could take:
   - Statutory paid maternity leave (14 weeks)
   - Statutory paid paternity leave. (2 days)

   along with statutory parental leave.
   Under the new policy eligible employees can take:
   - 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 will be 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.

4. How does it impact my pay when I am on Adobe enhanced Maternity and Partner 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.

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.
   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.

6. When should I avail the Partner Leave?
   You should avail the leave as soon as the child is born or adopted and complete the leave within the first 6 months after the child is born or adopted.

7. 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 birth / adoption as soon as you are aware of it and intention to take leave, by requesting leave of absence in Workday.

8. 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.

9. Where can I find out more information about Germany Parental Leave policies?
   You can review the Adobe Germany Family Leave Policy or online at Time Off section of Inside Adobe.

10. 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 contact the ERC.

11. I am currently on Leave; how does this enhancement affect me?
    If you started a period of Parental leave before 1 January 2023, you will be subject to the rules of the previous policy.

12. I just came back from Leave, am I still eligible for this enhancement?
    If your leave started and/or ended before 1 January 2023, you will be subject to the rules of the previous policy.

13. My child was born before 1 January 2023, am I entitled to the enhanced Partner leave?
    If you did not take any period of Parental leave and your child was born less than 6 months ago, then you may be provided with the exception of leave of up to 6 weeks. Please contact the ERC.

14. Are non-Germany based managers informed about these partner leave enhancements?
    All managers of Germany based employees were notified of the new policy.

15. 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.

16. 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.

17. What happens to my benefits during Partner Leave?
    Your benefits remain unchanged during Partner leave. For more information about your benefit plans visit My Adobe Benefits or contact adobebenefits@darwin.com.

18. 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 tis absolute discretion.