



Australia and New Zealand:
Primary Caregiver and Non-Primary Caregiver Leave Policy - FAQs
Effective January 1, 2021

This document aims to provide a quick answer to some of the topics under the Primary Caregiver and Non-Primary Caregiver Leave Policy for Australia and New Zealand. It is not intended to be a complete description of the policy. If there is any conflict between the information presented here and the policy, the policy will govern.

General Questions

1. When should I avail the Adobe-paid Non-Primary Caregiver Leave?

You should avail the leave as soon as possible after the child is born and complete the leave before the child turns 12 months of age. Should you commence your Non-Primary Caregiver leave with less than 16 weeks to go before your child turns 12 months of age, you will forfeit any remaining weeks after your child's first birthday.

2. Do I have to take the full 26 weeks of Primary Caregiver leave or 16 weeks of Non-Primary Caregiver 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 the leave in one continuous block of at least 30 calendar days to bond with your newborn. If you choose to return to work at any point after the 30 days but before the end of your 26 weeks of Adobe-paid Primary Caregiver leave or 16 weeks of Adobe-paid Non-Primary Caregiver leave, your Adobe-paid Primary Caregiver/Non-Primary Caregiver leave will cease and you will forfeit any remaining weeks.

3. Can I split Adobe-paid Primary Caregiver/Non-Primary Caregiver Leave and take it as I see fit?

Adobe-paid Primary Caregiver leave must be taken in one continuous block. If you return to work at any point earlier than 26 weeks allowed, your leave benefit will cease and you will forfeit any remaining weeks.

Adobe-paid Non-Primary Caregiver leave can be taken as two blocks of 8 weeks and both have to be taken and completed within 12 months after the birth or placement of the child. If you return to work at any point earlier than the 8 weeks, your leave benefit will cease and you will forfeit any remaining weeks.

4. Can I add on additional time off such as PTO to Adobe-paid Primary Caregiver/Non-Primary Caregiver 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.

Australian employees: All leaves must be taken in a continuous period and will apply towards the unpaid Parental Leave entitlement of 12 months under the National Employment Standards (NES). You may not use sick and carer's leave, compassionate leave or community service leave (other than for jury service) during the unpaid Parental Leave granted by the NES.



New Zealand employees: All leaves must be taken in a continuous period and will apply toward the maximum extended leave entitlement under the act.

5. Do public/company holidays extend Adobe-paid Primary Caregiver/Non-Primary Caregiver Leave?

No, holidays run concurrently with Adobe-paid Primary Caregiver/Non-Primary Caregiver leave.

6. Does company shutdown extend Primary Caregiver/Non-Primary Caregiver Leave?

No, if the company shutdown occurs during your Adobe-paid Primary Caregiver/Non-Primary Caregiver Leave, PTO will not be deducted for the required days and your leave will not be extended by the number of days of the company shutdown.

7. I wish to adopt a child. What kind of leave can I avail?

If you are adopting a child, Primary Caregiver leave (26 weeks) will apply if you qualify as the primary carer. If you qualify as a non-primary / secondary carer, Non-Primary Caregiver leave (16 weeks) will apply. Please note that your adopted child must be less than 18-year-old for you to avail the Adobe-paid Primary Caregiver/Non-Primary Caregiver Leave.

8. How does it impact my pay when I am on Adobe-paid Primary Caregiver/Non-Primary Caregiver Leave?

Sales employees will be paid at 100% of Total Target Compensation during Primary Caregiver/Non-Primary Caregiver Leave. 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 during Primary Caregiver/Non-Primary Caregiver Leave. 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.