



FAQs for Romania Partner Leave Enhancements

Effective 1 August 2022

Adobe is taking progressive steps to assist employees during significant life events. Effective **1 August 2022**, 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 Partner leave policy?
Going forward, Adobe will offer eligible employees Partner leave for birth or adoption of 16 weeks at full pay.
2. When will the new policy take effect?
The new Partner Leave policy will take effect on 1 August 2022.
3. What will I receive and how does that compare to the previous policy?
Under the previous Policy eligible employees could take 4 weeks of Paternity Leave paid at 100% of base salary. Under the new policy eligible employees can take 16 weeks' leave, paid at 100% of base salary (Total Target Compensation (TTC) for commissioned employees), including state benefits.
4. How does it impact my pay when I am on Partner Leave?
You 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. However, you must take at least 30 calendar days leave. If you choose to return to work at any point after the 30 days but before the end of your 16 weeks of Partner leave, your Adobe-paid leave entitlement will cease and you will forfeit any remaining weeks.
7. Can I split Adobe-paid Partner Leave and take it as I see fit?
No, Partner leave must be taken in one continuous block.
8. 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.
9. 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.



10. 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.
11. Where can I find out more information about Romania Parental Leave policies?
You can review the Adobe [Romania Parental Leave Policy](#) or online at Time Off section of [Inside Adobe](#).
12. 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](#).
13. I am currently on Leave; how does this enhancement affect me?
If you started a period of Paternity leave before 1 August 2022, you will be subject to the rules of the previous policy.
14. I just came back from Partner Leave, am I still eligible for this enhancement?
If your leave started and/or ended before 1 August 2022, you will be subject to the rules of the previous policy.
15. My child was born before 1 August 2022, am I entitled to the enhanced Partner leave?
If you did not take any period of Paternity leave and your child was born less than 6 months ago, then you can avail of the new policy, after 1 August 2022.
16. Are non-Romania based managers informed about these partner leave enhancements?
All managers of Romania based employees were notified of the new policy.
17. 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.
18. What happens to my PTO during Partner Leave?
Holiday entitlement will continue to accrue during Partner Leave.
19. 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.
20. 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 its absolute discretion.