



# LATAM – REWARDS IMPACT DURING A LEAVE OF ABSENCE

## Benefits, Time Off and Compensation During a Leave of Absence

If the leave benefits provided by Adobe indicated below are more favourable than what is required under local regulation, Adobe follows this table. Where local regulation provides more favourable leave benefits, the local regulation will prevail.

Please be informed that those benefits that are more favourable than what the local regulation requires are provided based on the sole discretion of Adobe. Adobe reserves the right to review and revise, including termination of any of the benefits from time to time in its sole discretion.

*The charts in the following pages will summarize the effect a leave has on your Adobe benefits. This information is divided among the distinct types of leaves.*

Benefits				
	Paid Leave of Absence (e.g., Maternity, Partner)	Unpaid Parental Leave	Unpaid Medical Leave of Absence	Unpaid Personal Leave of Absence
Life & AD&D Insurance Benefits	No impacts	Coverage will continue up to a maximum <b>30 days</b> subject to the terms and conditions of the insurance contract and Country Statutory Requirements**	Coverage will continue up to a maximum <b>30 days</b> subject to the terms and conditions of the insurance contract and Country Statutory Requirements**	Coverage will continue up to a maximum <b>30 days</b> subject to the terms and conditions of the insurance contract and Country Statutory Requirements**
Medical Insurance Benefits *	No impacts	Coverage will continue up to a maximum <b>30 days</b> subject to the terms and conditions of the insurance contract and Country Statutory Requirements**	Coverage will continue up to a maximum <b>30 days</b> subject to the terms and conditions of the insurance contract and Country Statutory Requirements**	Coverage will continue up to a maximum <b>30 days</b> subject to the terms and conditions of the insurance contract **
Employee Work and Life benefits *(Childcare Vouchers, Lunch Vouchers, Commuter Benefits)	No impacts	Coverage will be suspended from <b>day 1</b> of unpaid absence, subject to the terms and conditions of the benefit contract. Employees may require reinstating their previous coverage level after returning to work. **  <b>**Except for Brazil – No impact on benefits up to 160 days</b>		
Wellness reimbursement	No impacts			
Professional Development reimbursement	No impacts			

<b>Education Reimbursement</b>	No impacts	You are eligible to complete course(s) in progress before your leave began; otherwise, your eligibility is suspended until you return to work.
<b>Patent Award Program</b>	No impacts	Employee is eligible to participate within the program guidelines.
<b>Employee Discount Program</b>	No impacts	Employee is eligible to participate within the program guidelines.
<b>Employee Referral</b>	No impacts	Employee is eligible to referring profiles and eligible for referral bonus in case the candidate is selected.

Time Off				
	Paid Leave of Absence	Unpaid Parental Leave of Absence	Unpaid Medical Leave of Absence	Unpaid Personal Leave of Absence
<b>Vacation Leave</b>	No impacts	Accrual shall be suspended from <b>day one</b> for the length of employee's unpaid leave.		
<b>Statutory Holiday</b> (Bank/Public holidays)	No impacts	Employee shall not be paid for any statutory holiday that falls during the unpaid leave.		
<b>Other Leave</b>	No impacts	All leave accruals shall be suspended unless required by local regulation. If the leave is granted up front, employee would be granted all days for the year unless the employee is away from work during the entire calendar year.		

Compensation				
	Paid Leave of Absence	Unpaid Parental Leave	Unpaid Medical Leave of Absence	Unpaid Personal Leave of Absence
<b>Base Salary</b>	No impacts	No base salary will be paid under Unpaid Leave of Absence unless the leave is due to workplace injury.		
<b>Annual Incentive Plan</b>	Prorated from <b>day 183</b> . <i>Country nuances may apply</i>	<p>Unpaid leaves will be prorated from <b>day one</b>. Employees on a leave of absence for the entire fiscal year are not eligible to earn an AIP bonus that year.</p> <p>Bonuses which are announced and confirmed prior to commencement of the unpaid leave are unaffected by commencement of leave and will be paid on the previously notified date or on such date as the bonus is paid to other employees not on Adobe Leave.</p> <p>Bonuses which are referable to an element of personal performance or where personal performance is considered 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.</p>		
<b>Check-Ins and Pay Increases</b>	No impacts	<p>Check ins will not occur while the employee is out. However, the employee should resume the check in's once the employee is released back to work. Any pay increases will be evaluated at the same time as everyone else and will be based on the work the employee accomplished during the period the employee worked. Any increase to the employee's salary will not take effect until the employee is back on Adobe Payroll.</p>		
<b>Commission Plans</b>	No impacts	Commissions and/or quota credit to the extent earned in accordance with the terms of the Sales Compensation Plan.		
<b>ESPP</b>	Please see the ESPP plan document for details.			
<b>Restricted Stock Unit</b>	No impacts		Vesting suspended from <b>day 1</b> .	