



FAQs for the Switzerland Partner Leave Enhancements

Effective 1 November 2021

Adobe is taking progressive steps to assist employees during significant life events. Effective 1 November 2021, Adobe will offer eligible employees enhanced Partner Leave benefit. This leave benefit is intended to allow employees paid-time off to bond with their new born 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 November 2021.

3. What will I receive and how does that compare to the previous policy?

Under the previous Policy eligible employees could take 4 weeks' paternity leave paid at 100% of base salary. Under the new policy eligible employees can take 16 weeks' Partner leave, paid at 100% of base salary (Total Target Compensation (TTC) for commissioned employees).

4. How does it impact my pay when I am on Partner Leave?

Sales employees will be paid at 100% of Total Target Compensation, including any statutory benefits that you may receive. 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, including any statutory benefits that you may receive. 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.

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. If you choose to take less than 16 weeks of Adobe-paid Partner leave, your Adobe-paid leave entitlement will cease, and you will forfeit any remaining weeks.

6. Can I split Partner Leave and take it as I see fit?

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.

7. When should I avail the Adobe-paid Partner Leave?

You should avail the leave as soon as the child is born and complete the leave before the child turns 6 months of age.

8. What notification should I provide to Adobe if I want to take a leave?

You must inform your Manager of your growing family and the expected date of delivery as soon as you are aware of it and intention to take leave, by requesting leave of absence in Workday.



9. 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. You will be required to attach a relevant supporting document confirming the expected child's birth date or actual birth date.

10. Where can I find out more information about the Switzerland Family Leave policies?

Online at Time Off section of Inside Adobe.

11. 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 submit a case to the ERC.

12. I am currently on Paternity Leave; how does this enhancement affect me?

If your leave started before 1 November 2021, you will be subject to the rules of the previous policy.

13. I just came back from Paternity Leave; Am I still eligible for this enhancement?

If your leave started and/or ended before 1 November 2021, you will be subject to the rules of the previous policy.

14. My child was born before 1 November 2021, am I entitled to the enhanced Partner leave?

No, if your child was born prior to 1 November 2021, you will be subject to the rules of the previous policy.

15. Are non-Switzerland based managers informed about the Switzerland Partner leave enhancements?

All managers of Switzerland based employees will be notified of the new policy.

16. Can I add on additional time off such as PTO to the 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.

17. What happens to my PTO during Partner Leave?

Holiday entitlement will continue to accrue during Adobe Partner Leave.

18. What happens to my benefits during Partner Leave?

Your benefits remain unchanged during Adobe Partner leave. For more information about your benefit plans visit MyAdobeBenefits or adobebenefits@darwin.com

19. 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 Family leave policy. 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 Family Leaves are entirely discretionary policies, and Adobe reserves the right to vary, amend or remove these policies at any time in its absolute discretion.