

Autodesk U.S. Benefits Policies

Discretionary Time Off (DTO) Policy

Eligibility

Exempt Eligible Employees¹ are eligible to participate in the Discretionary Time Off (DTO) program. An exempt employee is an employee who is paid on an annual salary and is not eligible for overtime.

This DTO Policy does not apply to non-exempt employees. A non-exempt employee is an employee who is paid hourly and eligible for overtime. Non-exempt employees should refer to the Vacation Policy.

Policy

Payout Rate

DTO is paid at the employee's base salary rate in effect at the time it is used. DTO for sales employees is paid out at the employee's base salary rate, although such employees will also remain eligible to receive any variable compensation earned during the DTO period.

Payout at Termination

DTO is a non-accrual benefit, therefore, employees are not entitled to a fixed amount of time off and are not paid out any DTO upon termination.

DTO and Leaves of Absence

DTO is intended to be used as leisure time away from work and does not replace other forms of time off and leaves. Before scheduling DTO, review the Leave of Absence policy to make sure the time away does not qualify as a Leave of Absence.

If an employee wants to take more than 21 consecutive calendar days off, see Personal Leave in the Autodesk Leave of Absence policy.

¹ An "Eligible Employee" includes a regular Autodesk employee on the U.S. payroll. An individual who was an Eligible Employee but who remains on the Autodesk U.S. payroll pursuant to the terms of a separation agreement authorized by the Autodesk human resources and legal departments shall continue to be considered an Eligible Employee for a period not to exceed 60 days. An employee is on payroll if Autodesk withholds employment taxes from the employee's compensation. An Eligible Employee does not include (and has not at any time included) any individual during any period he or she is not classified as a common-law employee by Autodesk, without regard to whether such an individual is subsequently determined to have been a common-law employee of Autodesk by any agency, court, or any other entity, during such period. For example, an Eligible Employee does not include any contingent worker whether classified as a temporary worker, an outside service provider, an independent contractor, a consultant, or in some other way. Also, an Eligible Employee does not include an Intern as defined by Company policy.

Approval and Scheduling of DTO

DTO requires prior manager approval. Approval of a request for time off will be based on review of appropriate business considerations including, but not limited to, the needs of the employee's business unit, the employee's work performance and the employee's ability to meet his or her work commitments and duties. Autodesk will not allot or enforce a minimum or maximum amount of DTO each year, but the amount requested and taken should be reasonable. Requests for time off should be made as far in advance as is reasonably possible. Once approval has been received, employees do not need to enter DTO in Workday.

Observing Religious Holidays

Autodesk recognizes that employees may wish to observe, as periods of worship or commemoration, certain religious holidays that are not included in Autodesk's holiday schedule. DTO may be used for this purpose. Autodesk will make a reasonable effort to accommodate religious beliefs, consistent with Autodesk's operating requirements and provided such accommodation does not create an undue hardship for Autodesk. When requesting DTO for a religious holiday, approval should be sought as far in advance as is reasonably possible.

Loss of Eligible Employee Status

If employees lose their status as an exempt Eligible Employee as a result of a transfer into a non-exempt position, they will receive five (5) days of vacation effective with the change of position and will begin to earn additional vacation days in accordance with the terms of the Vacation Policy effective immediately upon the change of position. As of that effective date, they will no longer be eligible to participate in the DTO program.

Transfer into Eligible Employee Status

If employees become an exempt Eligible Employee as a result of a transfer from a non-exempt to an exempt position, they will receive a "cash out" of any accrued but unused vacation that has been earned under the Vacation Policy up to the effective date of their exempt status. As of that effective date, they will no longer be eligible to participate in the Vacation program.

Questions

If you have questions regarding this Discretionary Time Off (DTO) Policy, contact your manager or AskHR on the Employee Hub.

Revision History

Date	Version	Summary
5/19/2020	Version 2	Updated AskHR to AskHR on the Employee Hub
2/1/2019	Version 1	Policy Created