

# Discretionary Time Off (DTO): Philosophy & Q&A

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## Philosophy

Our Total Rewards programs are designed to help Autodesk attract, retain, and engage the very best employees. Our programs must be competitive and compelling, while supporting our business objectives and meeting the expectations of our customers and shareholders.

We know that for Autodesk to be successful and achieve its goals, we need to create an environment where we can all thrive and do our best work. An important element of this is providing time-off programs that allow our employees to recharge and fit their work into their broader lives. DTO allows employees the flexibility to focus on work when they need to, as well as take time to rest and recharge.

In fitting with our Values and the Ways We Work, we want to give employees valuable time away from work, while providing the best results for our customers. We act as One Autodesk to get the best results for our customers, our business, and our employees. This means we all need to balance our personal lives while supporting our customers' needs and allowing our colleagues to keep balance in their lives as well.

## Questions and Answers

### Who is eligible for Discretionary Time off (DTO)?

U.S. exempt employees are eligible for DTO. An exempt employee is an employee who is paid on an annual salary and is not eligible for overtime.

### What is Discretionary Time Off (DTO)?

To the extent that U.S. exempt employees want to take time off for leisure, they will coordinate DTO dates with their manager, and will continue to be paid their base salary during their DTO. However, managers may allow or deny such time off requests based on various relevant factors including the:

- needs of the business;
- employee's work performance; and
- 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 for such employees each year, but we expect employees to use DTO responsibly. As exempt employees are eligible for DTO, they will not accrue vacation, nor will they be entitled to any "cash out" of DTO upon their termination.

## What time away isn't covered by Discretionary Time Off (DTO)?

DTO is intended to be used as leisure time away from work and does not replace other forms of time off and leaves, including:

- Sabbatical
- Paid holidays
- Volunteer time off
- Bereavement time off
- Jury duty
- Sick days – for you or a family member
- Leaves of Absence, including:
  - Medical leave
  - Pregnancy-related leave
  - Parental leave
  - Family leave
  - Personal leave

DTO does not create any additional leave rights or extend the time allowed for any leave of absence. See the Leave Policy for when and how to use sick and leave of absences appropriately with DTO. If you believe your time off would fall under a leave of absence, contact the Larkin Company at [autodeskleaves@thelarkincompany.com](mailto:autodeskleaves@thelarkincompany.com)

**Don't forget!** Even as an exempt employee, sabbatical, bereavement and jury duty time off need to be entered into [Workday](#).

## Do I have to get manager approval to use Discretionary Time Off (DTO)?

Yes. All DTO requests are subject to manager review and approval, with business needs taken into consideration.

## Do I need to report my Discretionary Time Off taken in Workday?

No, Autodesk does not track your DTO in Workday. You will, however, still be responsible for entering other time off in Workday, including time taken for bereavement and jury duty. For Leaves of Absence, the time will be entered into Workday on your behalf once your leave is approved.

## How much Discretionary Time Off (DTO) will I be able to take each year?

Even though there isn't a fixed minimum or maximum, or a "right" or "wrong" amount of time, it would be unreasonable for us to communicate that DTO is unlimited. Employees need to keep in mind their own workload and their colleagues when requesting DTO.

Autodesk understands that every employee is different in how they use time off, and even the same individual may have different work and life circumstances from year to year. This means employees will take different amounts of time off. The amount of DTO you can take will be determined by you, your manager, and based upon the needs of the business at any given time.

While there is no annual DTO limit, if you wish to take more than 3 consecutive weeks (21 days) of DTO, you will need to gain approval for a Personal Leave. More information can be found in the Leave of Absence Policy.

## If I don't take any DTO or only take a few discretionary days off in one year, can I take a lot of DTO the following year?

Autodesk does not allot or enforce a minimum or maximum amount of DTO per year; there is nothing accrued during the year or carried over to the following year. The amount of DTO you can take will be determined by you, your manager, and based upon the needs of the business at any given time.

## What if I am too busy to take DTO?

If you are unable to take DTO because of your workload, you should have a discussion with your manager or HR Manager.

## What can I do if my manager denies my DTO request? What if I really need the time off?

Managers can deny a DTO request. A key facet of this program is increased flexibility, but with that flexibility comes increased employee responsibility and the need for trust and communication within the manager-employee relationship. It is always expected that you meet your work-related deadlines and commitments.

It is highly encouraged that you work directly with your manager to determine the best possible way to take time off. In the event your Manager denies your time off request and you feel strongly that your request is appropriate and needed, please reach out to your HR Manager to help work through the request.

### What if I need to take unplanned time away?

If you have an unplanned absence, you must contact your manager immediately to report the time away. If this time away is for reasons other than leisure, for instance, due to sickness of you or a family member, you should review the Leave of Absence Chart in the Leave Policy to determine how this time away should be classified. If you believe your time off would fall under a leave of absence, contact the Larkin Company at [autodeskleaves@thelarkincompany.com](mailto:autodeskleaves@thelarkincompany.com).

Unexcused absences of over three (3) days are considered job abandonment and may be viewed as voluntary terminations. Managers must contact their HR Manager to determine next steps.

### Does DTO impact the eligibility for the Sabbatical Program?

No. There are no changes to the Sabbatical Program.

**Don't forget!** Even as an exempt employee, sabbatical time off needs to be entered into [Workday](#).

### If I leave Autodesk, will I receive any pay out of Discretionary Time Off (DTO)?

No. 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.

### What if I move in or out of an exempt position?

See the U.S. Vacation and DTO Policies for details on what happens if you transfer in or out of an exempt position.

### Can I use Discretionary Time Off (DTO) after I've given notice of my resignation?

No, if you've resigned from Autodesk, you cannot use DTO prior to your resignation date. You are similarly not eligible to use DTO in advance of a planned termination date.

### Why is Discretionary Time Off (DTO) not being implemented in other countries?

This change in the Vacation Program only applies to U.S. exempt employees because the vacation laws in other countries are more restrictive. We will continue to monitor the feasibility of implementing this program change outside the U.S.

### Who do I contact if I have other questions about Discretionary Time Off?

If you have questions regarding DTO, ask your manager or [contact AskHR on Employee Hub](#).

## Questions and Answers for Managers

### How do I manage my employees' Discretionary Time Off (DTO)?

It is your responsibility to make sure you are encouraging, supporting and helping your employees with their DTO needs by doing everything reasonably possible to provide time off as requested. It is also strongly encouraged that while any of your employees are taking time off that you respect their time away and account for any needed coverage or updates ahead of time.

You can set your team up for success by clearly defining how you would like DTO requests to be made and if there are important deadlines, busy periods, or blackout dates where DTO should be avoided or prohibited to ensure you have the necessary resources during critical times. You can place limited parameters around time off requests, including requiring that employees check for time off conflicts with other teammates before making a request, and that they identify or coordinate with their manager or a team member to cover for their absence.

Managing DTO may be a shift to you and your team's mindset. The focus should be on performance and results, not how much time is spent in the office. This means that there should be clearly defined and agreed-upon performance expectations with your team.

Even though employees are not required to formally report DTO within Workday, you must ensure that there are no productivity issues because of one or more employees' absence.

If an employee's time off is for reasons other than leisure time, for instance, due to sickness, you should review the Leave of Absence Chart in the Leave Policy to determine how this time away should be classified. If you believe your employee's time off would fall under a leave of absence, have them contact the Larkin Company at [autodeskleaves@thelarkincompany.com](mailto:autodeskleaves@thelarkincompany.com).

### Should I be tracking my employees' DTO?

You should not formally track your employees' DTO. The purpose of DTO is to give an exempt employee the flexibility to take leisure time off when that employee's schedule and department responsibilities and coverage permit. You may continue to record employees' time off on department calendars as a means of keeping track of who is working, so that you can make sure that you are adequately staffed, but the idea behind the program is that employees and their managers are in the best position to know whether time away from work makes sense.

### Can I require my employee to check email or call in for meetings while on DTO?

If it is reasonable, managers should discuss any work requirements while on DTO with their employees ahead of time to determine expectations.

### What if an employee is taking off too much time and not meeting expectations?

You should address this concern as soon as possible. If continual time off is impacting an employee's productivity or performance, you should discuss it with the employee as you would any other performance situation. Seek to understand the situation, address the concern and resolve further issues.

As a manager, you can deny DTO requests if the time away is impacting business performance. Managers should seek guidance from their HR Manager for additional guidance in this situation.

### What if an employee isn't taking enough time off?

Time away from work is important for employee well-being. If managers are challenged with an employee not taking time off, have an open conversation with that employee. There may be a road block or fear to take time off. Or, the employee may not understand how DTO works.

### What if my employee is taking unexcused absences?

While managers are not formally keeping track of the amount of time each of their employees take each year, it is the manager's responsibility to ensure employees are gaining approval for their DTO and are not out on unexcused absences.

Unexcused absences of over three (3) days are considered job abandonment and may be viewed as voluntary terminations. Managers must contact their HR Manager to determine next steps.