

Autodesk U.S. Benefits Policies

Vacation Policy

Eligibility

Non-exempt Eligible Employees¹ who are scheduled to work at least 20 hours per week are eligible to participate in the Autodesk Vacation Program. A non-exempt employee is an employee who is paid hourly and is eligible for overtime.

This Vacation Policy does not apply to exempt employees. An exempt employee is an employee who is paid on an annual salary and is not eligible for overtime. Exempt employees should refer to the Discretionary Time Off (DTO) Policy.

Policy

Accrual Rates

Eligible Employees Scheduled to Work 40 Hours per Week

Employees will accrue ten (10) hours of vacation per calendar month, which equals 15 days of vacation per year. See the Pay and Benefits While on Leave appendix in the Autodesk Leave of Absence policy for details regarding vacation accrual while on leave.

Eligible Employees Scheduled to Work 20-39 Hours per Week:

Employees will accrue a prorated percentage of ten (10) hours of vacation per calendar month, based on scheduled weekly hours (FTE %). See the Pay and Benefits While on Leave appendix in the Autodesk Leave of Absence policy for details regarding vacation accrual while on leave.

Payout Rate

Vacation is paid at your base salary rate in effect at the time it is used or as of the last day eligible for accrued vacation due to promotion or termination. Vacation for sales employees is paid at the employee's base salary rate, although such employees will also remain eligible to receive any variable compensation earned during the vacation period.

¹ An "Eligible Employee" includes a non-exempt regular Autodesk employee on the U.S. payroll scheduled to work at least 20 hours a week. A non-exempt employee is an employee who is paid hourly and is eligible for overtime. 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.

Accrual Timing

Your scheduled monthly accrual amount is reflected in your Workday balance on the first of the month. However, these hours are not accrued and earned until the end of the month.

For new hires or terminated employees, if you are an employee on the 15th of the month, you will receive all vacation for that month even though it has not been accrued and earned.

Vacation Balance Maximum Accrual and Carry-Over

The maximum vacation balance accrual is 25 days or 200 hours. If this maximum is reached, you will not accrue any additional vacation until you take enough vacation so that your accrued but unused vacation balance has dropped below the maximum. Any accrued but unused vacation will be carried over from year to year.

Vacation Payout at Termination

You will be paid for accrued but unused vacation in your final paycheck. In the event of your death, your estate will be paid for your accrued but unused vacation.

Borrowing or Cash In-Lieu of Vacation and Unpaid Time Off

You may not borrow against unearned vacation, nor may you elect to receive cash in-lieu of vacation. If you have less than 40 hours of vacation and you need to take up to 21 consecutive calendar days off, you may take Unpaid Time Off ², subject to manager approval. If you need more than 21 consecutive calendar days, see Personal Leave in the Autodesk Leave of Absence policy.

Vacation and Leaves of Absence

Vacation does not replace other forms of time off and leaves of absence. Before scheduling your vacation, review the Leave of Absence policy to make sure your time off does not qualify for a Leave of Absence.

You may use accrued vacation while on an approved unpaid leave of absence. For more information on pay while on leave, see the Pay and Benefits While on Leave appendix in the Autodesk Leave of Absence policy.

Approval and Scheduling of Vacation

You must obtain the advance approval of your manager to take vacation, and approval should be sought as far in advance as is reasonably possible. You are expected to schedule vacation in a manner that is consistent with the needs of the business. Once approval has been received, you need to enter your vacation time in Workday.

² If you are unpaid for an entire pay period, any missed payroll deductions will be recouped on your next available paycheck.

Vacation Increments

You may take vacation in increments of one (1) hour or more.

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. Vacation may be used for this purpose. Otherwise, the time off will be without pay. 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 time off 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 a non-exempt Eligible Employee based upon transfer to an exempt position or reducing their scheduled work hours to less than 20 hours per week, they will receive a "cash out" of any accrued but unused vacation that has 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.

Transfer into Non-Exempt Eligible Employee Status

If employees become a non-exempt Eligible Employee as a result of a transfer from an exempt to 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, you will no longer be eligible to participate in the Discretionary Time Off (DTO) program.

Questions

If you have questions regarding this Vacation Program, contact AskHR on the Employee Hub.

Revision History

Date	Version	Summary
9/3/2021	Version 14	Clarified payout rate at promotion to exempt status. Updated process to recoup missed payroll deductions.
4/13/2021	Version 13	Updated Loss of Eligible Employee Status to include employees who reduce their scheduled work hours to less than 20 hours per week.
5/19/2020	Version 12	Updated AskHR to AskHR on Employee Hub
2/1/2019	Version 11	Updated vacation eligibility to non-exempt/hourly. Increased accrual from 8 hours per month to 10 hours per month with a maximum accrual of 200 hours. Removed reference to Discretionary Time Off.
7/1/2018	Version 10	Clarified vacation accrual timing. Updated unpaid time off to maximum 21 consecutive days.
1/6/2017	Version 9	Updated discretionary time off to grades 15/40 and above
7/20/2016	Version 8	Removed references to Kronos.
6/4/2015	Version 7	Updated vacation increments and partial day usage information.
3/3/2014	Version 6	Changed "Eligible Employee" definition. Added Accrual Timing information pertaining to termination.
3/15/2013	Version 5	Changed eligibility from titles below Vice President to titles below Director
2/9/2012	Version 4	Defined "Business Day" Updated procedures to reflect Workday
2/1/2011	Version 3	Clarified religious holidays
1/20/2011	Version 2	Updated to break out Vacation (Non-Accrued) policy