

Autodesk US Benefits Policies

Sabbatical

Eligibility

All regular, US employees scheduled to work 30 hours or more per week become eligible for a sabbatical after every four years of active, full-time service while on US payroll at Autodesk. Any period of part-time employment (where the employee is scheduled to work less than 30 hours per week) will not count toward sabbatical eligibility unless the part-time schedule is due to approved leave during which Autodesk pays at least a portion of the employee's regular compensation.

For purpose of this policy, an "eligible employee," and "you" are used interchangeably. An employee must meet all eligibility criteria in order for "you" to be applicable to that employee as set forth here.

Main program provisions

While on sabbatical, you will receive 100% of your current pay and benefits. If you are on a variable compensation plan, you will also receive any variable compensation earned during your sabbatical period.

Sabbatical availability

Your sabbatical is available to you on the first day of the month in which the sabbatical eligibility is satisfied, i.e., if you satisfy the sabbatical eligibility on October 22, your sabbatical is available to you on October 1.

Your first sabbatical may be scheduled to begin as early as the day it is available but no later than the date you become eligible for your next sabbatical. Sabbaticals do not stack up. If you have not begun an available sabbatical before the date on which the next sabbatical becomes available to you, the earlier sabbatical will expire and only the latter sabbatical will be available to you.

Scheduling your sabbatical

You are encouraged to plan ahead and discuss your sabbatical plans with your manager well in advance of your desired start date. While your manager will make every effort to accommodate your preferred sabbatical dates, managers have full discretion to postpone or deny your request due to business needs or if you are underperforming (including any active performance management).

Once your sabbatical dates are confirmed and approved by your manager, you must enter the dates in Workday > Request Time Off. Your manager will receive a notification from Workday once the dates have been entered.

Managers are expected to follow up with their employee to ensure the sabbatical is entered into Workday after discussing and approving an employee's request for sabbatical.

A sabbatical must be taken all at once; it may not be broken into smaller segments.

If a company-paid holiday occurs during your sabbatical, be sure to extend your sabbatical by the corresponding number of day(s) when entering your sabbatical dates in Workday.

If you need to adjust your sabbatical dates after they have been entered in Workday, you will use the Correct Time Off option.

Effect of termination on eligibility for sabbatical

If your employment with Autodesk ends for any reason, including voluntary resignation or involuntary termination, your eligibility for sabbatical also terminates. A sabbatical may not be requested once notice of termination has been given or received (i.e., a sabbatical may not be requested to extend employment).

Sabbatical is not a vested or accrued benefit. Therefore, in the event of termination of employment for any reason, you are not eligible for the sabbatical benefit or compensation in lieu of the benefit (i.e., you are not entitled to a cash payout at the time of termination).

Adjusted sabbatical eligibility dates

Upon rehire: If your employment with Autodesk terminates as a result of redeployment or reduction in force (RIF), and you are subsequently rehired by Autodesk within 12 months from your termination date, your preceding Autodesk length of service will be factored into the calculation of your future sabbatical eligibility.

If your employment with Autodesk is terminated for a reason other than redeployment or RIF and you are subsequently rehired by Autodesk, your rehire date will be used to calculate future sabbatical eligibility, subject to all other eligibility provisions herein.

For employees of companies acquired by Autodesk: Your Autodesk hire date will be the date used to calculate your eligibility for sabbatical.

Effect of Leave of Absence on sabbatical eligibility

Any leave of absence for which you are not paid by Autodesk, with the exception of the first 180 days of Military Leave, is not considered active employment for the purpose of determining sabbatical eligibility. The sabbatical eligibility date will be adjusted (delayed) to reflect any such leave period.

Effect of international transfer on sabbatical eligibility

If you transfer to an Autodesk location outside of the US and are no longer on US payroll, you will no longer be eligible for the sabbatical program. If you return to an Autodesk US location and are again on US payroll, provided you've had no break in service from Autodesk, you will resume eligibility for the sabbatical program and your preceding length of service in the US will be used to calculate sabbatical eligibility.

Please refer to the ***Effect of termination on eligibility for sabbatical*** section for information regarding eligibility when a break in service has occurred.

Reinstatement of employment upon return from sabbatical

You will be returned to the same or equivalent position upon returning from your sabbatical, when business conditions allow. However, you are subject to the same business circumstances or conditions that would have applied had you not been on sabbatical. Therefore, if you would be redeployed, laid off, or transferred if not on sabbatical, you will not be protected from such action because you are on sabbatical.

Special rule regarding Dependent Care Flexible Spending Account (FSA)

A Dependent Care FSA may only be used to pay for child or elder care expenses that enable you and your spouse (or only you, if you are a single parent) to work. As such, expenses incurred while on sabbatical are not eligible for reimbursement. If you wish to change your Dependent Care FSA election as a result, please follow the instructions in this [Workday support article](#).