

Autodesk U.S. Benefits Policies

Sabbatical

Eligibility

All regular, U.S. employees scheduled to work 30 hours or more per week become eligible for a sabbatical after every four years of active, full-time service at Autodesk and on the U.S. payroll. Any period of part-time employment (less than 30 scheduled hours per week) will not count toward sabbatical eligibility unless the part-time schedule is due to FMLA, Paid Family Leave or short-term disability.

Absence from the workplace on any Personal Leave of Absence, unpaid Administrative Leave or long-term disability is not considered active employment for the purposes of determining sabbatical eligibility. The sabbatical eligibility date will be offset (delayed) to reflect the Personal Leave of Absence or long-term disability period.

For employees of companies acquired by Autodesk, their Autodesk hire date will be considered the official acquisition date of the Company. This will be the date used to calculate eligibility for sabbatical.

Main Program Provisions

The sabbatical program provides eligible U.S. employees six weeks of paid time-off after every four years of active, full-time service at Autodesk and on the U.S. payroll.

Eligible employees may take 6 consecutive weeks of leave and receive 100% of their current pay and benefits. Eligible employees on a variable compensation plan receive base salary and any variable compensation earned during the sabbatical period in addition to benefits.

A sabbatical must be taken all at once; it may not be broken into smaller segments. If a sabbatical has not started by the time the employee becomes eligible for the next sabbatical, the employee will be eligible only for the latter sabbatical. In other words, an employee may only be eligible for up to one sabbatical at a time.

Scheduling Sabbatical

The employee may schedule a sabbatical, subject to approval in advance by the employee's manager. The sabbatical may be scheduled beginning the first of the month in which the employee will earn their sabbatical. After the employee's manager approves the requested sabbatical and before the sabbatical is set to begin, the employee needs to enter the dates in Workday using the Request Time Off feature. Managers will receive an "AutoNotification" of the time off request in Workday. If a manager would like to deny or postpone an employee's sabbatical request due to business needs or unsatisfactory job performance, the employee will then need to cancel or reschedule the sabbatical using the Correct Time Off feature in Workday.

If a company paid holiday(s) occurs during the time the employee is on sabbatical, the employee may elect to extend the sabbatical by that number of days.

Effect of Termination on Eligibility for Sabbatical

If an employee's employment ends with Autodesk, whether due to voluntary resignation, involuntary termination, or any other reason, an employee's 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), and the employee is not entitled to a cash payment in lieu of the sabbatical.

The sabbatical leave is not a vested or accrued benefit. Therefore, in the event of termination of employment (for any reason), the employee is not eligible for the sabbatical leave benefit or compensation in lieu of the benefit (e.g. no cash payout at the time of termination).

If an employee's employment with Autodesk terminates as a result of redeployment or RIF, and the employee is subsequently rehired within 12 months from the termination date, the employee's preceding Autodesk length of service will be used to calculate sabbatical eligibility. Otherwise, if the employee's employment with Autodesk terminated for any other reason and the employee is subsequently rehired, he/she will become eligible for a sabbatical after four years of active full-time service from the date of rehire, subject to the eligibility provisions above. Also, if the employee leaves Autodesk to join an Autodesk spin-off company, and he/she is subsequently rehired by Autodesk, he/she will become eligible for a sabbatical after four years of active full-time service from the date of rehire, subject to the eligibility provisions above.

Effect of International Transfer on Sabbatical Eligibility

An employee who transfers to an Autodesk location outside of the U.S. will no longer be eligible for a sabbatical. If the employee returns to an Autodesk U.S. location, providing that there has been no break in service, the employee will once again become eligible for a sabbatical and the employee's preceding length of service in the U.S. will be used to calculate sabbatical eligibility. Please see Effect of Termination on Eligibility for Sabbatical above for information regarding eligibility when there has been a break in service.

Reinstatement of Employment upon Return from Sabbatical

Employees will be returned to the same or equivalent position upon returning from sabbatical if business conditions allow. However, the employee is subject to the same business circumstances or conditions that would have applied had the employee not been on sabbatical. Therefore, if the employee would be redeployed, laid-off, or transferred if not on sabbatical, the employee will not be shielded from redeployment, reduction in force, or transfer because he or she is on sabbatical.

Special Rule Regarding FSA Dependent Care

You may use your FSA Dependent Care to pay the child or elder care expenses you incur for 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.