AUTODESK

Autodesk, Inc.

Leave Policies

United States

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Introduction to Leave Policies

What follows are Autodesk, Inc.'s ("Autodesk's" or "Company's") Leave Policies ("Policies"). These Policies apply to employees in the United States only. Each Leave Policy is subject to the General Provisions below.

Our leave of absence program is primarily administered by The Larkin Company, except as expressly indicated within these Policies.

Some of the leaves of absence described in these Policies are provided on a discretionary basis and some are required by law. Those policies required by law are designed to comply generally with federal law. Because we do business in multiple states, they are written to highlight any state law differences only in those states where we have a significant number of employees, currently California, Colorado, Massachusetts, Michigan, New Hampshire, Oregon, and Washington. The Company intends to comply with any state or local law differences in the other states as well.

For purposes of these policies, **Eligible Employee** ("eligible employee") means a regular Autodesk employee on the U.S. payroll scheduled to work at least 20 hours per week. An employee is on U.S. payroll if Autodesk withholds employment taxes from the employee's compensation and issues a Form W-2 to the employee. "Eligible employee" and "you" are used interchangeably throughout these Policies. An employee must meet all eligibility criteria in order for "you" to be applicable to that employee as set forth here, unless different eligibility criteria is outlined in the specific leave type throughout these policies.

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, however some leave types apply to Interns. See the Eligibility section of each leave type and the General Provision section to determine if Interns are eligible.

Other defined terms, as indicated by bold text throughout these Policies, can be found in the General Definitions appendix.

These Policies supersede all prior policies, guidelines, and practices, written and unwritten, regarding this subject. Autodesk may change or cancel these Policies in its sole discretion at any time, except as to the extent required by law.

Questions

If you have questions about these policies and procedures, or questions about the availability of particular types of leave in a specific state, please contact our leave administrator, The Larkin Company:

Phone: (650) 938-0933
Toll-Free: (866) 923-3336
E-mail: autodeskleaves@thelarkincompany.com

Employees with questions specific to Sick, Administrative, Bereavement, Hardship, and Jury/Witness Duty leaves should contact AskPPL.

Leave of Absence Overview

Use this chart to determine what leaves are available based on the need as well as the action required.

Leave Reason	**Leave Type**	**Action Required** ***Always notify your manager* and do the following:**
Your own serious health condition, or the diagnosis, care or treatment of your own existing health condition, or your own preventive care (e.g., medical appointments)	Sick Leave; Medical Leave	Sick - 7 calendar days or less. Exempt employees, no action; non-exempt employees, enter sick time into Workday. Medical - If absence will be more than 7 calendar days, contact The Larkin Company.
To care for an immediate family member who is sick, needs a routine medical visit or has a serious health condition (see *General Definitions* in leave policies for definition of immediate family member)	Sick Leave; Family-Related Leave	Sick – Routine medical visits or minor illnesses. Exempt employees, no action; non-exempt employees, enter sick time into Workday. Family-Related – For serious health conditions or when the need for leave is ongoing, contact The Larkin Company.
Birth of a child, adoption, placement of a child for foster care, bonding	Pregnancy-Related Leave; Parental Leave; Family-Related Leave	Contact The Larkin Company
To attend a funeral or attend to matters related to a loved one who has passed away	Bereavement	Enter into Workday as Bereavement time off
To attend Jury Duty or appear as a witness in a legal proceeding	Jury/Witness Duty	Enter into Workday as Jury Duty time off and submit proof of service, upon request
To attend Military Training or if called to Active Duty	Military Leave	Contact The Larkin Company
To care for a family member with a serious injury or illness related to military duty; to care for the family member of a service member who has been called to Active Duty	Military Family-Related Leave	Contact The Larkin Company
To attend to matters related to or obtain relief for a domestic violence issue, sexual assault or stalking (includes medical attention; psychological counseling; meeting with a lawyer; court appearances; child custody issues)	Sick Leave; Hardship Leave; Jury/Witness Duty	Sick – Exempt employees, no action; non-exempt employees, enter time off into Workday Hardship and Jury/Witness Duty – Enter into Workday as Time Off
To engage in fire, law enforcement or emergency personnel training or service	Emergency Personnel Leave	Contact AskPPL
Reasons not specifically addressed in one of Autodesk's other leave policies	Hardship Leave; Personal Leave (depending on length of time needed)	Hardship – Once manager approval is obtained, enter into Workday as Time Off Personal – Contact The Larkin Company

General Provisions

The following general provisions apply to all Policies.

Job Accommodation in Lieu of Leave

If you are considering taking a Medical or Pregnancy-Related Leave, you may discuss with your People Consultant whether Autodesk can make an accommodation to your current or another job which would enable you to continue working instead of taking leave, or to return to work instead of remaining on leave.

Applying for Leave

If you are considering taking a leave and have questions about it, please contact our leave administrator, The Larkin Company:

Phone: (650) 938-0933
Toll-Free: (866) 923-3336
E-mail: autodeskleaves@thelarkincompany.com

The Larkin Company will provide you with any necessary forms you must complete in order to determine if you are eligible for your requested leave. The Larkin Company will communicate approval to you and U.S. Benefits. U.S. Benefits will enter your leave into Workday.

Employees requesting Bereavement, Hardship, and Jury/Witness Duty leaves may enter those leaves in Workday using Request Time Off, after they have informed their manager and received approval, as necessary. Employees with questions specific to these leaves should contact AskPPL.

Length of Service for Purposes of Eligibility for Leave

If you came to Autodesk as a result of an acquisition, your service with the acquired company will usually count toward your length of service for purposes of leave eligibility. Additionally, if during integration into Autodesk you were eligible for leave under the acquired company's policy, Autodesk will honor any time/pay remaining under the provisions of that leave that exceed offerings in the Autodesk leave policy.

If you transferred from an Autodesk location outside of the United States, your service while working for Autodesk internationally will count toward your length of service for purposes of leave eligibility.

If you leave Autodesk and return, your prior service may count toward your length of service for purposes of leave eligibility, as required by law, or if permitted under the version of Autodesk's Rehire Policy in effect when you return. Please see the current Autodesk Rehire Policy for details.

Pay While on Leave

For pay information, refer to the applicable section in each specific policy.

Reporting Requirements to Receive Pay While on Leave

Autodesk requires that you report all time off during your normal daily work schedule, including but not limited to Sick Leave, Medical or Family Leave, Bereavement Leave, Jury/Witness Duty Leave, and even other time off not strictly described in this policy, such as vacation and Discretionary Time Off (DTO). By not reporting time off during a normal work schedule, the absence may not be excused and could result in performance discipline. It also may not be paid. If your work hours and time away for approved leave exceeds your normal work schedule, the leave time must still be reported, but pay will not exceed 100% of normal wages.

Benefits While on Leave

For more details and specific information on benefits while on leave, refer to the Benefits While on Leave appendix.

Communication While on Leave

While you are on a continuous leave, you must contact The Larkin Company if anything changes that may impact your leave or return to work date.

While you are on an intermittent leave you must report, to your manager and The Larkin Company, any time away during your normal work schedule that is related to your approved leave. You should report this time off as far in advance as possible. The Larkin Company may also check in with you periodically. In addition, you must timely respond to requests for information from your manager, People Consultant, and/or The Larkin Company. Finally, you must ensure that Autodesk has your current contact information, including your mailing address, e-mail address, and a telephone number where you can be reached during your leave.

Work While on Leave

Generally, you may not work while on leave. If you are on a paid leave and are not prohibited from working by your health care provider or by Autodesk, you may choose to do some work during your leave. If you are on an unpaid leave and are not prohibited from working by your healthcare provider or by Autodesk, you may choose to do some work during your leave but you must notify The Larkin Company accordingly.

Access to Company Systems and Equipment While on Leave

You may be permitted to take your laptop home while on leave and, therefore, continue to have access to the same systems that you had access to prior to going on leave. If you are allowed to do so, you must honor your commitment to keep Autodesk information confidential and secure, and follow all other policies pertaining to use of company equipment and systems.

If you have been provided with paid mobile device service by Autodesk, you may be permitted to continue receiving this service while on leave. If you are allowed to do so, you must be mindful that the service is to facilitate work communications. You are required to follow the guidelines in the Autodesk Mobile Device Policy.

Returning from Leave

You will be expected to return from leave on the next workday after your approved leave concludes. If you wish to extend your leave, you must contact The Larkin Company at least 5 business days before your leave is scheduled to expire unless it is not possible to do so, in which case you must notify The Larkin Company as soon as practicable and no later than your previously approved return date.

If you fail to timely return from leave or request an extension, you will be considered to have voluntarily resigned from your employment from Autodesk 3 business days after your leave expires.

If you are on leave due to your own medical condition, your **Health Care Provider** must complete a **Fitness for Duty Certificate** before you return from leave.

If your **Health Care Provider** imposes any job restrictions for which you will need an accommodation upon your return to work, you must notify The Larkin Company as soon as possible, preferably no later than 5 business days before your expected return to work date because Autodesk may need time to assess the feasibility of accommodating the restriction(s).

Job Protection

Regardless of whether a leave includes a job protection provision, you will have no greater right to reinstatement than if you had not been on leave. For example, your position may still be eliminated in a reduction-in-force while you are on leave. Also, you may be terminated for misconduct or poor performance which occurred prior to or during your leave.

At-Will Policy

Nothing in these leave policies or procedures modifies Autodesk's policy that employment is at-will and may be terminated by either party at any time with or without cause or notice.

Prohibition Against Discrimination or Retaliation Regarding Protected Leaves of Absence

Retaliation or discrimination against an employee who requests to take a legally protected leave of absence, including sick leave, or who does take such time off in accordance with applicable laws is prohibited.

Interns

Interns are not eligible for Hardship, Parental or Personal Leave but may be eligible for other leave types. Refer to the specific leave type for details. In no event will an approved leave period extend beyond the date the internship was scheduled to end, unless required by law.

Administrative Leave

Purpose

You may be placed on Administrative Leave if required by Autodesk**.**

Eligibility

You may be placed on an Administrative Leave by Autodesk at its sole discretion. You may not apply for Administrative Leave.

Duration of Leave

An Administrative Leave must be taken continuously. Generally, the length of an Administrative Leave will be less than 3 months.

Action Required

You will be informed of any action you need to take.

Job Protection While on Leave

You will have no right to reinstatement into your same job or an **Equivalent Position**.

Pay and Benefits While on Leave

Autodesk will determine whether you are being placed on paid or unpaid Administrative Leave. If the leave is paid, you will continue to receive your regular pay.[1]

Details about benefits eligibility while on Administrative Leave can be found in the Benefits While on Leave appendix of this policy.

[1] Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Bereavement Leave

Purpose

You may be granted a Bereavement Leave so that you may attend a funeral or attend to matters related to a loved one who has passed away.

Eligibility

You must meet the following requirements to be eligible for Bereavement Leave:

- You are an **Eligible Employee** or Intern scheduled to work at least 20 hours per week, and
- You have experienced the loss of an **Immediate Family Member**, or
- You or your spouse/domestic partner have experienced a pregnancy/reproductive loss, or
- You have experienced the death of a loved one who is not an Immediate Family Member, but you have your manager's approval.

Duration of Leave

If eligible, you may take up to 5 business days of Bereavement Leave. If you need additional time, you may take up to 10 days total with your manager's approval, providing as much notice to your manager as is practicable.

Action Required

Enter your time away into Workday as Bereavement after receiving approval from your manager.

Job Protection While on Leave

You will be reinstated to your same job when you return from Bereavement Leave.

State Law Differences

If there are state or local laws which allow you to use Sick Leave for Bereavement reasons, you may use either this Bereavement Leave, or Sick Leave according to the Autodesk guidelines and the applicable state or local laws. You should contact AskPPL for further information about the availability of particular types of Bereavement Leave in the state in which you work.

Pay and Benefits While on Leave

You will continue to receive your regular pay while on approved Bereavement Leave[1].

Details about benefits eligibility while on Bereavement Leave can be found in the Benefits While on Leave appendix of this policy.

[1] Sales employees with variable compensation hould refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Emergency Personnel Leave

Purpose

You will be granted Emergency Personnel Leave for the purpose of engaging in fire, law enforcement, or emergency rescue training or service.

Eligibility

You must meet the following requirements to be eligible for Emergency Personnel Leave:

- Are an **Eligible Employee** or Intern scheduled to work at least 20 hours per week and
- Are a volunteer fire fighter, reserve peace officer, or emergency rescue personnel, and
- Give Autodesk reasonable notice of the need for the leave.

Duration of Leave

If eligible, you may take up to the maximum amount of time allowed by applicable state law.

Action Required

Enter your time away into Workday as Emergency Personnel after informing your manager of your need for leave.

Job Protection While on Leave

You will be reinstated to your same job when you return from Emergency Personnel Leave.

Pay and Benefits While on Leave

Autodesk will continue your regular pay for up to 2 weeks.[1]

Employees who accrue Vacation may elect to use their accrued but unused Vacation time during this leave.

Discretionary Time Off (DTO) cannot be used for pay during Emergency Personnel Leave.

Details about benefits eligibility while on Emergency Personnel Leave can be found in the Benefits While on Leave appendix of this policy.

[1] Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Family-Related Leave (Statutory)

Purpose

You will be granted time off under Family-Related Leave (Statutory) as required by law to care for certain family members with a **Serious Health Condition** or to bond with a **Child**. Autodesk extends the benefits and protections of Family-Related Leave (Statutory) to care for **Registered Domestic Partners**.

Eligibility

You must meet the following requirements to be eligible for Family-Related Leave (Statutory):

- Are an **Eligible Employee** or Intern scheduled to work at least 20 hours per week, and
- Have worked for Autodesk for at least 12 months (need not be consecutive), and
- Have worked at least 1,250 hours during the 12 months immediately preceding the first day of leave requested.

After you apply for leave, The Larkin Company will inform you if you meet the above requirements.

Assuming you meet the above requirements, your leave will be approved only if you establish the requested time off is for a qualifying purpose by:

- Providing in a timely manner a **Leave Certification form** completed by your family member's **Health Care Provider** that establishes your **Spouse/Registered Domestic Partner**, **Child** or **Parent** has a S**erious Health Condition** and requires your care, or
- Informing The Larkin Company of your need to bond with your **Child** due to birth or placement for adoption or foster care.

Once the appropriate information is received, The Larkin Company will advise you if your leave is approved.

Duration of Leave

If eligible, you will be entitled to up to 12 **work weeks** of Family-Related Leave (Statutory) during the **Designated 12-Month Period**.

You may take this leave intermittently or on a reduced schedule basis, if the **Health Care Provider** determines it is medically advisable. This means, for example, you may take off a few days or weeks at a time, or work on a reduced-hour schedule.

You must complete bonding leave within 1 year of your **Child's** birth or placement for adoption or foster care. Also, you may take time off intermittently to bond with your **Child**, in increments of 1 week or more, except as otherwise required by applicable law.

Time off for this leave will be counted against your total federal and, if applicable, state family and medical leave entitlements to the fullest extent allowed by law.

Action Required

Contact The Larkin Company.

For planned absences, reasonable, advanced notice is required. For unscheduled and unforeseeable absences, you must contact your manager as soon as practicable, preferably before the regular start of your workday.

Job Protection While on Leave

If you return from Family-Related Leave (Statutory) before the expiration of your 12-**work week** entitlement for such leave within the **Designated 12-Month Period**, you will be reinstated to your same job or an **Equivalent Position**.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. Additional information regarding your rights under FMLA can be found in this notice.

State Law Differences

Summarized below are the main differences due to state law in Autodesk's states with largest population pertaining to statutory Family-Related leaves. For pregnancy-related leaves, please refer to the Pregnancy-Related Leave policies.

California

According to the California Family Rights Act ("CFRA"), you may also use Family-Related Leave (Statutory) leave to care for your grandparents, grandchildren, siblings, parents-in-law, and **Registered Domestic Partner**[1] with a **Serious Health Condition**. Also, you are entitled to take time off intermittently to bond with your **Child**. The Company may require these intermittent leaves to be taken in increments of at least 1 week, but you may request in 2 instances, that the time off be in a smaller increment. Employees are eligible to care for their **Child** or their Registered Domestic Partner's **Child** with a serious health condition, regardless of the child's age. If you take leave under CFRA for a purpose that is not covered by FMLA, your CFRA statutory entitlement would not run concurrently with FMLA, and you would still be eligible for FMLA for a separate qualifying reason.

Colorado

According to the Colorado Family Care Act ("CFCA"), you may also use Family-Related Leave (Statutory) leave to care for your **Domestic Partner**, or partner in a civil union. If you take leave under CFCA for a purpose that is not covered by FMLA, your CFCA statutory entitlement would not run concurrently with FMLA, and you would still be eligible for FMLA for a separate qualifying reason.

Massachusetts

You may take up to 24 additional hours of leave (beyond the 12 **work weeks** provided above) in the **Designated 12-Month Period** to accompany your **Child** or **Elderly Relative** to a medical or dental appointment, or to accompany your **Elderly Relative** to other professional services for their care, or to participate in school activities directly related to the educational advancement of a **Child**. If you have completed three consecutive months of full time employment, you may be entitled to up to 8 weeks of leave for the birth or adoption of a child under age 18 (under 23 if the child is disabled); to the extent permitted by law, this Massachusetts leave will run concurrently with Family-Related Leave (Statutory) under FMLA.

Oregon

The Oregon Family Leave Act ("OFLA") is more generous than FMLA in that it includes more relationships which allow Family-Related Leave (Statutory) to be taken. The relationships included in OFLA are same-gender domestic partner, parent, or child of same-gender domestic partner, parents-in-law, grandparents, and grandchildren. (Family-Related Leave (Statutory) under the FMLA is limited to **Spouse**, **Child** and **Parent.**) In addition, when OFLA is used for a **Serious**

[1] If your Registered Domestic Partner is a person with whom you reside (same sex or opposite sex when at least one is over age 62 and eligible for social security benefits) and with whom you have filed a Declaration of Domestic Partnership with the California Secretary of State.

Health Condition, your child may be either a minor or adult. Finally, OFLA includes "sick child leave" to care for a sick child who has a non-serious illness, injury or condition that requires home care (does not rise to the level of "**Serious Health Condition**"). Family-Related Leave (Statutory) for the birth or adoption of a **Child** is referred to as "parental leave" under OFLA. Eligible employees and interns are eligible for OFLA leave if you have been employed at least 180 days immediately prior to the leave. For all OFLA purposes other than parental leave, you must also have worked an average of 25 hours per week during the 180 calendars days immediately preceding the date OFLA leave begins. If you take 12 **work weeks** of OFLA parental leave, you will be entitled to an additional 12 **work weeks** for OFLA sick child leave, unless another family member is available to care for the **Child**.

Washington

According to the Washington Family Care Act ("FCA"), you may also use Family-Related Leave (Statutory) leave to care for your parent-in-law or grandparent with a **Serious Health Condition** or emergency condition. Note that if leave is taken under FCA for a purpose that is not covered by FMLA, that the FCA statutory entitlement would not run concurrently with FMLA, and you would still be eligible for FMLA for a separate qualifying reason.

Pay and Benefits While on Leave:

Pay from one or more of the following sources may be available to you during approved Family-Related Leave (Statutory):

For Leave to care for certain family members with a **Serious Health Condition**:

- Autodesk will continue your regular pay for up to 2 weeks.[1]
- Employees who accrue Vacation may choose to use accrued but unused Vacation time following the paid portion of Family-Related Leave.
- Paid Family Leave benefits through a state-administered program, where available.
- Paid Family Leave benefits through the Voluntary Disability Insurance (VDI) plan (California employees only).[2]
- Discretionary Time Off (DTO) cannot be used for pay during Family-Related Leave (Statutory).

For Leave to bond with your **Child:**

- Please refer to the Parental Leave policy.

Details about benefits eligibility while on Family-Related Leave (Statutory) can be found in the Benefits While on Leave appendix of this policy.

[1] Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

[2] If you opted out of the VDI plan and are instead participating in the State Disability Insurance (SDI) program, any Paid Family Leave benefits available to you would be paid through the SDI program.

Family-Related Leave (Company)

Purpose

You may be granted time off as discretionary Family-Related Leave (Company) to care for a family member with a **Serious Health Condition** or to bond with a **Child** when you are not statutorily eligible for such time off. For purposes of this leave, "family member" means **Spouse**, **Domestic Partner**, **Child**, or **Parent.** This leave is granted at the discretion of Autodesk.

Eligibility

You must meet the following requirements to be eligible for Family-Related Leave (Company):

- Are an **Eligible Employee** or Intern scheduled to work at least 20 hours per week, and
- Your manager approves the leave.

Assuming you are eligible for Family-Related Leave (Company), your leave will be approved only if you establish the requested time off is for a qualifying purpose by:

- Providing in a timely manner a **Leave Certification form** completed by your family member's **Health Care Provider** that establishes your **Spouse, Domestic Partner, Child** or **Parent** has a **Serious Health Condition** and requires your care, or
- Informing The Larkin Company of your need to bond with your Child due to birth, or placement for adoption or foster care, and
- Being ineligible for Family-Related Leave (Statutory) because (i) you do not meet the eligibility requirements of Family-Related Leave (Statutory) or (ii) you are requesting this leave for a reason not allowed under Statutory Leave or (iii) you have exhausted your Family-Related Leave (Statutory) entitlement.

Once the appropriate information is received, The Larkin Company will advise you if your leave is approved.

Duration of Leave

Family-Related Leave (Company) is discretionary and you may be granted up to a total of 12 **work weeks** of Family-Related Leave (Company) during the **Designated 12-Month Period**.

You may take this leave intermittently or on a reduced schedule basis, if the **Health Care Provider** determines it is medically necessary. This means, for example, you may take off a few days or weeks at a time, or even work on a reduced-hour schedule.

You must complete baby bonding leave within 1 year of your **Child**'s birth or placement for adoption or foster care. Also, you may take time off intermittently to bond with your **Child** in increments of 1 week or more, when doing so is consistent with business needs and the Autodesk approves.

Action Required

Contact The Larkin Company.

For planned absences, reasonable advanced notice is required. For unscheduled and unforeseeable absences, you must contact your manager as soon as practicable, preferably before the regular start of your workday.

Job Protection While on Leave

You will have no right to reinstatement into your same job or **Equivalent Position** unless you are transitioning from Pregnancy-Related or Parental Leave to care for a newborn under Family-Related Leave.

Pay and Benefits While on Leave

Pay from one or more of the following sources may be available to you during approved Family-Related Leave (Company):

For Leave to care for certain family members with a **Serious Health Condition**:

- Autodesk will continue your regular pay for up to 2 weeks.[1]
- Employees who accrue Vacation may choose to use accrued but unused Vacation time following the paid portion of Family-Related Leave.
- Paid Family Leave benefits through a state-administered program, where available.
- Paid Family Leave benefits through the Voluntary Disability Insurance (VDI) plan (California employees only).[2]
- Discretionary Time Off (DTO) cannot be used for pay during Family-Related Leave (Company).

For Leave to bond with your **Child:**

- Please refer to the Parental Leave policy.

Details about benefits eligibility while on Family-Related Leave (Company) can be found in the Benefits While on Leave appendix of this policy.

[1] Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

[2] If you opted out of the VDI plan and are instead participating in the State Disability Insurance (SDI) program, any Paid Family Leave benefits available to you would be paid through the SDI program.

Hardship Leave

Purpose

You may be granted a Hardship Leave if you need time away from work due to a qualifying serious, unforeseen hardship that affects your ability to work.

For complete policy details, refer to the Global Hardship Time Off Policy.

Pay and Benefits While on Leave

You will continue to receive your regular pay while on approved Hardship Leave. [1]

Details about benefits eligibility while on Hardship Leave can be found in the Benefits While on Leave appendix of this policy.

[1] Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Jury/Witness Duty Leave

Purpose

You will be granted Jury/Witness Duty Leave if you are summoned or subpoenaed to provide such service as provided for in this leave policy.

Eligibility

To be eligible for Jury/Witness Duty Leave, you must:

- Be an **Eligible Employee** or Intern scheduled to work at least 20 hours per week, and
- Be legally required to appear for and/or serve on a jury or appear as a witness in any legal proceeding, and
- Give the Autodesk reasonable notice of the need for the leave.

Autodesk may ask for proof of your requirement to appear for, as well as your attendance at, such proceedings.

Duration of Leave

If eligible, you may take as much time off as is required by legal process.

If you are required to be in court for only a partial day, and there is significant time remaining in your regular workday, you should ask your manager if you should report to work for the remainder of the day.

Action Required

Enter your time away into Workday as Jury Dury after informing your manager of your need for leave.

Job Protection While on Leave

You will be reinstated to your same job when you return from Jury/Witness Duty Leave.

State Law Differences

If there are state or local laws which permit the use of time off to attend judicial proceedings for other reasons, employees may take this time off in accordance with the state or local law.

California

An employee who is a victim of certain specified crimes, an immediate family member of a victim, a **Registered Domestic Partner** of a victim, or the **Child** of a **Registered Domestic Partner** of a victim, may be absent from work in order to attend judicial proceedings and meeting with an attorney related to that crime.

Pay and Benefits While on Leave

You will continue to receive your regular pay while on approved Jury/Witness Duty Leave.[1]

Details about benefits eligibility while on Jury/Witness Duty Leave can be found in the Benefits While on Leave appendix of this policy.

[1] Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Medical Leave (Statutory)

Purpose

You will be granted time off under Medical Leave (Statutory) as required by statutory law because of your own **Serious Health Condition**.

Eligibility

You must meet the following requirements to be eligible for Medical Leave (Statutory):

- Are an **Eligible Employee** or Intern scheduled to work at least 20 hours per week, and
- Worked for Autodesk for at least 12 months (need not be consecutive), and
- Worked at least 1,250 hours during the 12 months immediately preceding the first day of leave requested.

After you apply for leave, The Larkin Company will inform you if you meet the above requirements.

Assuming you meet the above requirements, the leave will be approved only if you establish the requested time off is for a qualifying purpose by:

- Providing in a timely manner a **Leave Certification form c**ompleted by your **Health Care Provider** that establishes you have a **Serious Health Condition** and as a result you are unable to work.

Once the appropriate information is received, The Larkin Company will advise you if your leave is approved.

Duration of Leave

If eligible, you will be entitled to up to 12 **work weeks** of Medical Leave (Statutory) during the **Designated 12-Month Period**.

You may take this leave intermittently or on a reduced schedule basis if your **Health Care Provider** certifies that it is medically necessary. This means, for example, you may take off a few days or weeks at a time, or even work on a reduced-hour schedule.

Time off for this leave will be counted against your total federal and, as applicable, state medical leave entitlements to the fullest extent allowed by law.

Action Required

Contact The Larkin Company.

For planned absences, reasonable, advanced notice is required. For unscheduled and unforeseeable absences, you must contact your manager as soon as practicable, preferably before the regular start of your workday.

Job Protection While on Leave

If you return from Medical Leave (Statutory) before the expiration of your 12-**work weeks** entitlement for such leave within the **Designated 12-Month Period**, you will be reinstated to your same job or an **Equivalent Position**.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. Additional information regarding your rights under FMLA can be found in this notice.

State Law Differences

If you are disabled by pregnancy, childbirth, or a related medical condition, please see Pregnancy-Related Leave (Statutory).

Pay and Benefits While on Leave

Pay from one or more of the following sources may be available to you during approved Medical Leave (Statutory):

- Autodesk's Short-Term Disability (STD) benefit (for employees scheduled to work at least 20 hours per week) is available for up to 90 calendar days.[1] Under the STD benefit, Autodesk will pay 100% of your base salary, less the amount of any benefit you are eligible to receive under the following programs:
  - State disability, where applicable
  - Voluntary Disability Insurance (VDI) plan (for employees in California)[2]
  - Workers' Compensation (W/C)
- Long-Term Disability (LTD) plan (after 90 calendar days)[3]. If you do not have a copy of the Long-Term Disability Plan document which describes the Long-Term Disability provisions in detail, visit benefits.autodesk.com.
- For employees who accrue Vacation, accrued but unused Vacation pay.
- Social Security Disability Insurance (SSDI).

Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Discretionary Time Off (DTO) cannot be used for pay during Medical Leave (Statutory).

If you are unable to work for more than 7 consecutive calendar days, you must apply for Autodesk's short-term disability benefits, and any state disability or VDI benefits, as applicable. Leave certification forms serve as the application for Autodesk's short-term disability and VDI benefits.

If your medical leave is intermittent, The Larkin Company will confirm if time away will be covered by sick pay, short/long-term disability, state disability, VDI, or a combination. Pay will not exceed 100% of your missed wages.

Details about benefits eligibility while on Medical Leave (Statutory) can be found in the Benefits While on Leave appendix of this policy.

[1] Autodesk will stop paying STD for approved leave time once you meet the 90-calendar day LTD "elimination period" (also referred as the LTD "waiting period"). The 90 days need not be consecutive, such as in the case for intermittent leave. Meeting the LTD elimination period does not guarantee your application for LTD will be approved. If you return to work from a leave that has met the "'LTD elimination period" and within 6 months restart your leave for the same condition, it is considered a recurrence and a continuation of the earlier long-term leave. It will not be paid by Autodesk as a new short-term disability leave.

[2] If you opted out of the VDI plan, you are instead participating in the State Disability Insurance (SDI) program.

[3] LTD requires claim submission and approval through Lincoln Financial Group.

Medical Leave (Company)

Purpose

You may be granted time off under a Medical Leave (Company) because of your own **Serious Health Condition** when you are not statutorily eligible for such time off. This leave is provided as a reasonable accommodation pursuant to the Americans with Disabilities Act and any applicable state laws.

Eligibility

You must meet the following requirement to be eligible for Medical Leave (Company):

- Are an **Eligible Employee** or Intern scheduled to work at least 20 hours per week, and
- Autodesk approves the leave.

Assuming you meet the above requirements, the leave will be approved only if you establish the requested time off is for a qualifying purpose by:

- Providing in a timely manner a **Leave Certification form** completed by your health care provider that establishes you have a **Serious Health Condition** and as a result you are unable to work,
- Being ineligible for Medical Leave (Statutory) or Medical Leave – Organ and Bone Marrow Donor (Statutory) because (i) you do not meet the eligibility requirements or (ii) have exhausted Medical Leave (Statutory) or Medical Leave – Organ and Bone Marrow Donor (Statutory),
- Have not used 12 months of Medical Leave (Statutory), Medical Leave – Organ and Bone Marrow Donor (Statutory) and/or Medical Leave (Company) in the previous 18 months.

Once the appropriate information is received, The Larkin Company will advise you if your leave is approved.

Duration of Leave

If eligible, you may be granted up to 12 months of Medical Leave (Company) in an 18-month period. Any time off you took under Medical Leave (Statutory) or Pregnancy-Related Leave (Statutory or Company) will be counted against this time period.

Autodesk may extend this leave past 12 months if you have a disability protected by law and an extended leave is necessary to reasonably accommodate your disability and does not cause an undue hardship for Autodesk under the law. Please contact The Larkin Company to discuss extending this leave past 12 months. The Larkin Company will work with your People Consultant regarding a requested extension.

Autodesk reserves the right to deny and/or revoke the approval of Medical Leave (Company) if a claim for Long-Term Disability (LTD) benefits is not filed in a timely manner and/or is not approved by the insurance company.

You may take this leave intermittently or on a reduced leave schedule if your **Health Care Provider** certifies it is medically necessary and such time off can be reasonably accommodated. This means, for example, you may take off a few days or weeks at a time, or even work on a reduced-hour schedule.

Action Required

Contact The Larkin Company.

For planned absences, reasonable, advanced notice is required. For unscheduled and unforeseeable absences, you must contact your manager as soon as practicable, preferably before the regular start of your workday.

Job Protection While on Leave

You will have no right to reinstatement into your same job or an **Equivalent Position,** unless otherwise required by law. If you are released to return to work within 12 months of the effective date of your Company Medical Leave and your job has been filled, you will be provided up to 30 calendar days of Job Search Pay.

Pay and Benefits While on Leave

Pay from one or more of the following sources may be available to you during approved Medical Leave (Company):

- Autodesk's Short-Term Disability (STD) benefit (for employees scheduled to work at least 20 hours per week) is available for up to 90 calendar days.[1] Under the STD benefit, Autodesk will pay 100% of your base salary, less the amount of any benefit you are eligible to receive under the following programs:
  - State disability, where applicable
  - Voluntary Disability Insurance (VDI) plan (for employees in California)[2]
  - Workers' Compensation (W/C)
- Long-Term Disability (LTD) plan (after 90 calendar days).[3] If you do not have a copy of the Long-Term Disability Plan document which describes the Long-Term Disability provisions in detail, visit benefits.autodesk.com.
- For employees who accrue Vacation, accrued but unused Vacation pay.
- Social Security Disability Insurance (SSDI).

Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Discretionary Time Off (DTO) cannot be used for pay during Medical Leave (Company).

If you are unable to work for more than 7 consecutive calendar days, you must apply for state disability, VDI, and/or Autodesk's short-term disability (leave certification forms serve as the application for Autodesk's short-term disability) benefits, as applicable.

If medical leave is intermittent, The Larkin Company will confirm if time away will be covered by sick pay, short/long-term disability, state disability, or a combination. Pay will not exceed 100% of your missed wages.

Details about benefits eligibility while on Medical Leave (Company) can be found in the Benefits While on Leave appendix of this policy.

[1] Autodesk will stop paying STD for approved leave time once you meet the 90-calendar day LTD "elimination period" (also referred as the LTD "waiting period"). The 90 days need not be consecutive, such as in the case for intermittent leave. Meeting the LTD elimination period does not guarantee your application for LTD will be approved. If you return to work from a leave that has met the "'LTD elimination period" and within 6 months restart your leave for the same condition, it is considered a recurrence and a continuation of the earlier long-term leave. It will not be paid by Autodesk as a new short-term disability leave.

[2] If you opted out of the VDI plan, you are instead participating in the State Disability Insurance (SDI) program.

[3] LTD requires claim submission and approval through Lincoln Financial Group.

Medical Leave – Organ and Bone Marrow Donor (Statutory)

Purpose

You will be granted time off under a Medical Leave – Organ and Bone Marrow Donor (Statutory) as required by applicable state law if you are donating an organ or bone marrow and are employed in a state where such leave is required by law.

Eligibility

You must meet the following requirements to be eligible for Medical Leave – Organ and Bone Marrow Donor (Statutory):

- Are an eligible employee as defined under the applicable state law, and
- Are employed in a state where organ or bone marrow donor leave is statutorily required, and
- Are donating an organ or bone marrow.

Unless you provide written instruction otherwise, you will be granted Medical Leave – Organ and Bone Marrow Donor (Statutory) before Medical Leave (Statutory) or Medical Leave (Company). Time off under this leave policy will not be counted against your federal or state family and medical leave entitlements.

Duration of Leave

If eligible, you will be entitled to Medical Leave – Organ and Bone Marrow Donor (Statutory) up to the maximum required by applicable state law.

If eligible, you may take this leave intermittently. This means, for example, you may take off a few days or weeks at a time, as needed, up to the maximum time off allowed by law.

Action Required

Contact The Larkin Company.

For planned absences, reasonable, advanced notice is required. For unscheduled and unforeseeable absences, you must contact your manager as soon as practicable, preferably before the regular start of your workday.

Job Protection While on Leave

If you return from Medical Leave – Organ and Bone Marrow Donor (Statutory) at or before the expiration of your maximum leave allowed by state law, you will be reinstated to your same job or an **Equivalent Position**.

State Law Differences

California

You must have been employed at least 90 days prior to the requested leave. Eligible employees are allowed up to 30 business days paid and up to an additional 30 business days unpaid in any **Designated 12 Month Period** for donating an organ to another person and up to 5 business days paid in a **Designated 12 Month Period** for donating bone marrow to another person. You must provide written verification that you are an organ or bone marrow donor and that there is a medical necessity for the organ or bone marrow donation.

Oregon

You must work an average of 20 or more hours per week to be eligible for bone marrow donation leave. You are allowed 40 work hours to undergo a medical procedure for bone marrow donation. You must provide verification by a physician of the purpose and length of each leave.

Pay and Benefits While on Leave

Pay from one or more of the following sources may be available to you during approved Medical Leave – Organ and Bone Marrow Donor (Statutory):

- Autodesk's Short-Term Disability (STD) benefit (for employees scheduled to work at least 20 hours per week) is available for up to 90 calendar days.[1] Under the STD benefit, Autodesk will pay 100% of your base salary, less the amount of any benefit you are eligible to receive under the following programs:
  - State disability, where applicable
  - Voluntary Disability Insurance (VDI) plan (for employees in California)[2]
- Long-Term Disability (LTD) plan (after 90 calendar days).[3] If you do not have a copy of the Long-Term Disability Plan document which describes the Long-Term Disability provisions in detail, visit benefits.autodesk.com.
- For employees who accrue Vacation, accrued but unused Vacation pay.
- Social Security Disability Insurance (SSDI).

Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Discretionary Time Off (DTO) cannot be used for pay during Medical Leave (Statutory).

If you are unable to work for more than 7 consecutive calendar days, you must apply for state disability, VDI, and/or Autodesk's short-term disability (leave certification forms serve as the application for Autodesk's short-term disability) benefits, as applicable.

If medical leave is intermittent, The Larkin Company will confirm if time away will be covered by sick pay, short/long-term disability, state disability, VDI, or a combination. Pay will not exceed 100% of your missed wages.

Details about benefits eligibility while on Medical Leave – Organ and Bone Marrow Donor (Statutory) can be found in the Benefits While on Leave appendix of this policy.

[1] Autodesk will stop paying STD for approved leave time once you meet the 90-calendar day LTD "elimination period" (also referred as the LTD "waiting period"). The 90 days need not be consecutive, such as in the case for intermittent leave. Meeting the LTD elimination period does not guarantee your application for LTD will be approved. If you return to work from a leave that has met the "'LTD elimination period" and within 6 months restart your leave for the same condition, it is considered a recurrence and a continuation of the earlier long-term leave. It will not be paid by Autodesk as a new short-term disability leave.

[2] If you opted out of the VDI plan, you are instead participating in the State Disability Insurance (SDI) program.

[3] LTD requires claim submission and approval through Lincoln Financial Group.

Military Leave

Purpose

You will be granted a Military Leave as required by federal law (USERRA) or applicable state law. Generally, this leave is provided for training or duty in service of the **Uniformed Services of the United States**, or to determine fitness for such service, or for training or duty in the service of the state military forces.

Eligibility

You must meet the following requirements to be eligible for Military Leave under USERRA:

- Are an eligible employee, as defined by applicable law, and
- Are a member of the **Uniformed Services of the United States**, and
- Are called for training or duty, or to determine fitness for duty, in the **Uniformed Services of the United States** while employed by Autodesk, and
- You or an appropriate officer of the **Uniformed Service of the United States** in which the service is to be performed must give Autodesk advance notice of your need for a Military Leave unless prevented by military necessity, or it is otherwise unreasonable or impossible under the circumstances. Autodesk prefers that this notice be in writing. An "appropriate officer" is a commissioned, warrant or non- commissioned officer who is authorized to give such notice by the military service concerned.

Duration of Leave

You may receive Military Leave for the time period you are required to serve in the **Uniformed Services of the United States,** including active or inactive duty or training, as required by law.

Action Required

Contact The Larkin Company after informing your manager of your need for leave.

Job Protection While on Leave

With certain exceptions as provided by law, if your Military Leave is 90 days or less, you will be reinstated to the **Escalator Position.** If your Military leave is 91 days or more, you will be reinstated to the **Escalator Position** or a position of like seniority, status and pay.

To obtain these reinstatement rights, you must do the following:

- Timely return to work or apply for reinstatement (see below),
- Not be separated from military service under a **disqualifying discharge** for other than honorable circumstances, and
- Not exceed the duration for the leave allowed by law.

To apply for reinstatement, you must give The Larkin Company verbal or written notice of the date on which you wish to return to work and present The Larkin Company with discharge papers which show the date on which you were discharged and support that you were not separated from military service under a **disqualifying discharge**.

Unless timely reporting is impossible or unreasonable, or otherwise excused by law, you will have timely applied for reinstatement if you do the following:

Period of Duty	Reporting/Application Period
Less than 31 calendar days or any length if absent due to fitness for duty exam	Report at the beginning of the next regularly-scheduled workday, on the first full calendar day following completion of the period of service and the expiration of 8 hours, after allowing for safe transportation from the place of service to your residence
31 to 180 calendar days	Apply no later than 14 calendar days after completing service
181 calendar days or more	Apply no later than 90 calendar days after completing service

Reporting or application deadlines may be extended for up to 2 years for persons who are hospitalized or convalescing because of an illness or injury incurred or aggravated during military service.

To be reinstated, you must be qualified for the reemployment position. Autodesk will provide reasonable accommodation and/or training, as required by law, to qualified individuals. If you may need job accommodations when you return from military leave due to a disability, please let your HR Manager know in writing as soon as possible.

Job Protection Following Return from Leave

If your Military Leave is 30 days or less, your employment after you return may be terminated at will. However, everyone who serves in the **Uniformed Services of the United States** is protected from unlawful discrimination because of military service.

If your most recent Military Leave is 31 to 180 days, your employment after you return may not be terminated except for **Cause** for 180 days after the date of your re-employment.

If your most recent Military Leave is more than 180 days, your employment after you return may not be terminated except for **Cause** for the first year from the date of your re-employment.

State Law Differences

USERRA's protections do not extend to individuals who serve in the *state* military forces, as opposed to the federal **Uniform Services of the United States.** However, many states have military leave laws applicable to those who serve in the state military forces.

A veteran for purposes of this time off is defined as an individual who has served on active duty in the Armed Forces for at least 6 months and who received a discharge under honorable conditions. Autodesk may require the employee to provide documentation to support veteran status. In other states, if there are laws allowing for time off for Veterans on Veterans Day, eligible employees may also request time off for Veterans Day in accordance with those laws and use paid vacation or unpaid time off, as applicable.

California

The state military leave laws provide for leaves of absence for individuals who are members of the California military forces (i.e., California National Guard or state military reserves) who leave a position, other than a temporary position, to undertake active military duty under certain orders of the governor. These individuals must be restored to their former position or position of similar seniority, status and pay, provided they receive a certificate of satisfactory service, are qualified to perform the job, and apply within 40 days after release from service. Such an individual may not be discharged without cause within one year of restoration. Individuals who leave part time positions have similar rights but must apply for employment within 5 days after their release from service.

In addition, individuals who are members of the California National Guard and Naval Militia are entitled to a leave of absence without pay for military duty ordered for training, drills, encampment, naval cruises, special exercises and the like, not to exceed 17 calendar days per year, including time going to and coming from such duty.

California state military reservists are entitled to an unpaid leave not to exceed 15 calendar days per year, including the time going to and returning from duty for inactive duty training, including training, drills, assemblies and similar inactive duty training.

Massachusetts

Any individual who is a veteran and wishes to participate in a Veterans' Day or Memorial Day exercise, parade or service must be granted an unpaid leave of absence of sufficient time to participate in the activity. The activity must be in the individual's community of residence.

Michigan

An individual who gives advance notice is entitled to an unpaid leave for the purpose of being inducted into or entering state military service, for determining physical fitness for such service, or for performing service as an officer or enlisted member of the military or naval forces of the state of Michigan. For re-employment, he or she must report to work within the permitted time period following release from service, duty or rejection. If the length of service was 180 days or less, 45 days are granted to report or apply for reemployment to the employer. If the length of service was more than 180 days, 90 days are granted to report or apply for reemployment. The employer must re-employ the individual in positions using a specific order of priority, similar to the procedure under USERRA.

New Hampshire

State law grants to individuals who are called to active duty by the Governor in the New Hampshire National Guard, State Guard or Militia the same benefits and protections in employment as are granted to those who serve in the **Uniform Services of the United States**.

In addition, New Hampshire state law allows individuals who are honorably discharged veterans to take unpaid leave on Veterans Day. You may take this day off as a paid vacation day or as an unpaid day off.

Oregon

Individuals who are members of Oregon's organized militia, under certain orders of Oregon's governor, or under certain orders by Oregon's Adjutant General with special permission of Oregon's governor are granted an unpaid military leave of absence. In addition, the Oregon military leave laws provide leaves of absence for individuals who are members of the organized militia of *another state* under certain orders of the Governor of that state.

The leave will be granted as long as you are in active service. Once the active service is completed, you must return to work within7calendar days. You will be returned to the same or an equivalent position without loss of seniority, vacation credits, sick leave credits, service credits under a pension plan or any other benefit or right that had been earned at the time of the leave of absence.

In addition, an eligible employee in Oregon who is a veteran as defined by Oregon law and who is otherwise scheduled to work on Veterans Day may take the day off upon request and if approved by their manager. The day off will be unpaid. However, the employee has the option to use accrued vacation to receive pay for the day. Eligible employees who wish to take this day off must submit their request to their manager no later than 21 days in advance of Veterans Day. The manager will respond to the request at least 14 days before Veterans Day.

Pay and Benefits While on Leave

Autodesk will continue your regular pay as follows:

Short-term Military Leave

Autodesk will pay your full base salary for up to 10 working days per calendar year while you are in reserve inactive duty training in any Uniformed Service.

Active Duty Military Leave

Autodesk will pay the difference between your base salary at the time military leave begins (plus 80% of target compensation for the fiscal year in which you begin military leave for sales employees) and your Uniformed Service military pay for up to a total of 180 calendar days while you are in active military service in any Uniformed Service ("Differential Pay").

Uniformed Service military pay includes all types of pay except the following: allowances for travel, clothing, housing ('BAH – Basic Allowance for Housing'), food ('BAS – Basic Allowance for Subsistence') and additional housing expenses ('FSA – Family Separation Allowance').

All other military leave is without pay from Autodesk.

To the extent possible, you should submit adequate documentation to The Larkin Company to establish the Differential Pay amount before the leave begins and notify promptly of any changes in your military pay or status. If due to the exigent circumstances of your departure for military service, you are unable to provide adequate documentation before leaving, you must contact The Larkin Company as soon as possible following your departure to provide adequate documentation to establish the Differential Pay amount and to make appropriate arrangements for payments during Military Leave.

Employees who accrue Vacation may choose to use accrued but unused Vacation time following any paid portion of Military Leave.

Discretionary Time Off cannot be used for pay during any unpaid period of Military Leave.

Details about benefits eligibility while on Military Leave can be found in the Benefits While on Leave appendix of this policy.

Military Family-Related Leave

Purpose

You will be granted a Military Family-Related Leave as required by statutory law (1) because of a **Qualifying Exigency** when your family member is called to covered active duty in the **Armed Forces of the United States** or (2) to care for a family member who is a member of the **Armed Forces of the United States**, or a **veteran** of the **Armed Forces of the United States** with a **Serious Injury or Illness.** For information about this law, please see applicable laws. Autodesk extends the benefits and protections of both **Qualifying Exigency Leave** and **Military Caregiver Leave** to **Registered Domestic Partners.**

Eligibility

To be eligible for military family-related leave, you must meet the following requirements:

- Are an **Eligible Employee** or Intern working at least 20 hours per week, and
- Worked for Autodesk for at least 12 months. This need not be consecutive, and
- Worked at least 1,250 hours during the 12 months immediately preceding the first day of leave requested.

After you apply for the leave, The Larkin Company will inform you if you meet the above requirements.

Assuming you meet the above requirements, your leave will be approved only if you establish the requested time off is for a qualifying purpose by providing **Leave Certification forms** in a timely manner to establish one of the following:

1. **Qualifying Exigency Leave**

   You need time off to attend to a **Qualifying Exigency** that arises as a result of the departure of your **spouse, parent, son or daughter on covered active duty or call to covered active duty** in the **Armed Forces of the United States (the "military family member"). Qualifying Exigency Leave** may be used as follows:

   - To attend to activities related to short notice deployments;
   - To make arrangements for child care or to attend certain school activities;
   - To handle certain financial or legal arrangements to address the absence of the military family member or to act as the military family member's representative in certain proceedings regarding military benefits;
   - To attend certain counseling sessions for yourself, the military family member or a Child of the military family member related to the Covered Active Duty of the military family member;
   - To attend military informational briefings or ceremonies;
   - To spend short periods of time for rest and recuperation with the military family member who is on a short term, temporary rest and recuperation leave during the period of redeployment;
   - To participate in certain post-deployment activities;
   - To care for the parent of the military family member (Parental Care); or
   - For other activities arising out of the military family member's Covered Active Duty as agreed upon by Autodesk.

2. **Military Caregiver Leave**

   You need time off to care for your **spouse, parent**, **son, daughter** or next of kin who is a **Covered Service Member** with a **Serious Injury or Illness**.

Autodesk extends the same benefit and protections under this Leave to Registered Domestic Partners.

Once the appropriate information is received, The Larkin Company will advise you if your leave is approved.

Duration of Leave

If eligible for a **Qualifying Exigency Leave**, you will be entitled to up to a total of 12 **work weeks** of Military Family-Related Leave during the **Designated 12-Month Period**. **Qualifying Exigency Leave** taken for the purpose of rest and recuperation can be used for a period of up to 15 calendar days beginning on the date the military family member commences each instance of Rest and Recuperation leave.

If eligible for a **Military Caregiver Leave**, you will be entitled to up to 26 **work weeks** of Military Family-Related Leave during a **Single 12-Month Period**.

You may take this leave intermittently or on a reduced schedule if medically necessary or due to a qualifying exigency. This means, for example, you may take off a few days or weeks at a time or work less than your normal work schedule.

Time off under this leave will be counted against your total federal and, as applicable, state family and medical leave entitlements to the fullest extent allowed by law.

Action Required

Contact The Larkin Company after informing your manager of your need for leave.

Job Protection While on Leave

If you return from Military Family-Related Leave before the expiration of the applicable eligibility period for such leave, you will be reinstated to your same job or an **Equivalent Position**.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. Additional information regarding your rights under FMLA can be found in this notice.

Pay and Benefits While on Leave

Pay from one or more of the following sources may be available to you during approved Military Family-Related Leave:

- Autodesk will continue your regular pay for up to 2 weeks.[1]
- Employees who accrue Vacation may choose to use accrued but unused Vacation time following the paid portion Military Family-Related Leave.
- Paid Family Leave benefits through a state program, where available.
- Paid Family Leave benefits through the Voluntary Disability Insurance (VDI) plan (California employees only).[2]

Discretionary Time Off (DTO) cannot be used for pay during Military Family-Related Leave.

Details about benefits eligibility while on Military Family-Related Leave can be found in the Benefits While on Leave appendix of this policy.

[1] Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

[2] If you opted out of the VDI plan and are instead participating in the State Disability Insurance (SDI) program, any Paid Family Leave benefits available to you would be paid through the SDI program.

Parental Leave

Purpose

You may be granted a Parental Leave in the event of the birth of your **Child** or for the placement of a **Child** in your care for adoption or foster care, and if you are not eligible for any other statutory or company leave for the same event.

Eligibility

You must meet the following requirements to be eligible for Parental Leave:

- Are an Eligible Employee,
- Become the child's parent or have a **Child** placed in your care for adoption or foster care while you are an Autodesk employee,
- You are not eligible for any other statutory or company leave for the same event.

Duration of Leave

If eligible, you are entitled to 6 weeks of Parental Leave.

This leave may be taken intermittently, a minimum of 1 week at a time. Leave must be taken within one year following the birth of the **Child** or the placement for foster care or adoption of the **Child**.

Time off for this leave is also considered Family-Related Leave and counts against any statutory family leave entitlements to the fullest extent allowed by law. Parental Leave is a paid leave as set forth in the Pay and Benefits While on Leave Section.

Action Required

Contact The Larkin Company.

For planned absences, reasonable, advanced notice is required. For unscheduled and unforeseeable absences, you must contact your manager as soon as practicable, preferably before the regular start of your workday.

Job Protection While on Leave

You will be reinstated into your same job or an **Equivalent Position** when you return from Parental Leave.

State Law Differences

Part-time employees, scheduled to work fewer than 20 hours a week, performing work in San Francisco may be eligible for paid parental leave. Contact The Larkin Company if you believe you are eligible.

Pay and Benefits While on Leave

Autodesk will continue your regular pay for up to 6 weeks.[1]

Autodesk will pay 100% of your base salary during Parental Leave, less the amount of any paid family leave benefits you are eligible to receive under a state-administered program.[2]

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[1] Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

[2] Or the Voluntary Disability Insurance (VDI) plan for California employees. If you opted out of the VDI plan and are instead participating in the State Disability Insurance (SDI) program, any Paid Family Leave benefits available to you would be paid through the SDI program.

You are responsible for submitting the applicable state paperwork. If the state paperwork is not submitted in a timely manner, Autodesk will still deduct the state benefit amount from the Parental Leave payment.

Details about benefits eligibility while on Parental Leave can be found in the Benefits While on Leave appendix of this policy.

Personal Leave

Purpose

You may be granted a Personal Leave if you need time off for personal reasons and are not eligible for time off under any other leave policy.

Eligibility

You must meet the following requirements to be eligible for a Personal Leave:

- Are an **Eligible Employee,** and
- Need time off for personal reasons, and
- Need more than 21 consecutive calendar days off, and
- Have no paid time off, including accrued Vacation or earned sabbatical available to you, and
- Be ineligible for time off under any other leave policy, and
- Your manager approves the leave after consideration of the reason for leave, length of time off requested, your position and duties, employment history, performance, and business needs.

Duration of Leave

The minimum duration of Personal Leave is 22 consecutive calendar days. This leave must be taken continuously. If eligible, your manager may grant up to 6 months of personal leave. If more than 6 months is necessary, the Personal Leave must be approved by your manager and Vice President and may not exceed one year.

Action Required

Contact The Larkin Company after informing your manager of your need for leave.

Job Protection While on Leave

You will have no right to reinstatement into your same job or an **Equivalent Position**.

Pay and Benefits While on Leave

Personal Leave is unpaid leave.

Details about benefits eligibility while on Personal Leave can be found in the Benefits While on Leave appendix of this policy.

Pregnancy-Related Leave (Statutory)

Purpose

You will be granted time off as a Pregnancy-Related Leave (Statutory) if you are disabled due to pregnancy, childbirth or related medical conditions and are employed in a state where such leave is required by law.

Eligibility

You must meet the following requirements to be eligible for Pregnancy-Related Leave (Statutory):

- Are an eligible employee or intern, as defined by state law, and
- Employed in a state where pregnancy leave is statutorily required, and
- Your **health care provider** certifies in a **Leave Certification form** that you are disabled due to pregnancy, childbirth, or related medical conditions.

Duration of Leave

If eligible, you will be entitled to Pregnancy-Related Leave (Statutory) for the period your **health care provider** certifies you are disabled by pregnancy, up to the maximum required by state law.

You may take this leave intermittently or on a reduced schedule basis if your **health care provider** certifies it is medically advisable. For example, you may take off a few days or weeks at a time, or even work on a reduced-hour schedule.

If you are FMLA-eligible, a Pregnancy Leave (Statutory) will also be designated as a Medical Leave (Statutory) and counted concurrently against your federal allotment under the Family Medical Leave Act. Time off under this leave policy will be counted against your total state pregnancy leave entitlement and, as applicable, your federal and state family and medical leave entitlements, to the fullest extent allowed by law.

After Pregnancy-Related Leave (Statutory) is exhausted or you are no longer disabled by pregnancy, you may take Parental Leave and Family-Related Leave to care for and bond with your child.

Action Required

Contact The Larkin Company.

For planned absences, reasonable, advanced notice is required. For unscheduled and unforeseeable absences, you must contact your manager as soon as practicable, preferably before the regular start of your workday.

Job Protection While on Leave

You have the right to be reinstated to your same position unless you would not have been employed in your same position at the time reinstatement is requested, for legitimate business reasons unrelated to your taking pregnancy leave or each means of preserving the job or duties (such as leaving it unfilled or filling it with a temporary employee) would substantially undermine Autodesk's ability to operate the business safely and efficiently. If that is the case, you will be reinstated to an **Equivalent Position**, unless there is no Equivalent Position available, or an Equivalent Position is available but filling the available position with the returning individual would substantially undermine Autodesk's ability to operate the business safely and efficiently.

Job Accommodations

Employees with medical conditions related to pregnancy or childbirth may request a reasonable accommodation, such as a change of work duties, more frequent breaks or reduced work schedule, or a transfer to a less strenuous or hazardous position. Such requests must be accompanied by a certification completed by the employee's healthcare provider to support that the accommodation or transfer is medically advisable and the dates of the accommodation or transfer.

State Law Differences

California

Leave is granted for the period you are disabled by pregnancy, childbirth, or a related medical condition, up to four months per pregnancy. A "four-month leave" means time off for the number of days or hours the employee is normally scheduled to work within four calendar months (one-third of a year or 17 1/3 weeks). As an example, for a full-time employee who works 40 hours per week, "four months" would mean 693 hours of leave entitlement, based on 40 hours per week times 17 1/3 weeks and for a part-time employee who works 20 hours per week, "four months" would mean 346.5 hours of leave entitlement. Autodesk will assume that a full-time employee normally works 40 hours per week unless the employee advises The Larkin Company otherwise. The total amount of leave if taken in one period of time may be impacted by any time taken on an intermittent or reduced work schedule basis during the pregnancy.

A California employee has the right to be reinstated to her same position unless she would not have been employed in that same position at the time reinstatement is requested for legitimate business reasons unrelated to the taking of pregnancy leave or transfer. A California employee also has no greater right to reinstatement to an **Equivalent Position** or other benefits or conditions of employment than an employee who has been continuously employed in another position that is eliminated.

Lactation is included in the types of medical conditions that are considered related to pregnancy or childbirth. Generally, lactation without medical complications is not a disabling medical condition requiring leave, but it may require transfer to a less strenuous or hazardous position or other reasonable accommodation if the employee's healthcare provider considers it medically advisable.

Massachusetts

The Massachusetts Parenting Leave Act, or MA PLA (formerly Massachusetts Maternity Leave Act "MMLA") provides for up to 8 weeks of maternity leave if you are a female who has completed 3 consecutive months of full time employment when you need time off to give birth.

New Hampshire

A female is entitled leave for the period she is disabled by pregnancy, without limitation.

Oregon

The Oregon Family Leave Act ("OFLA") provides up to 12 weeks of pregnancy disability leave if you have been employed at least 180 days immediately prior to the leave, and you worked at least 25 hours on average per week during the 180 calendar days immediately preceding the date OFLA leave begins.

Pay and Benefits While on Leave

Pay from one or more of the following sources may be available to you during approved Pregnancy-Related Leave (Statutory):

- Autodesk's Short-Term Disability (STD) benefit (for employees scheduled to work at least 20 hours per week) is available for up to 90 calendar days.[1] Under the STD benefit, Autodesk will pay 100% of your base salary, less the amount of any benefit you are eligible to receive under the following programs:
    - State disability, where applicable

[1] Autodesk will stop paying STD for approved leave time once you meet the 90-calendar day LTD "elimination period" (also referred as the LTD "waiting period"). The 90 days need not be consecutive, such as in the case for intermittent leave. Meeting the LTD elimination period does not guarantee your application for LTD will be approved. If you return to work from a leave that has met the "'LTD elimination period" and within 6 months restart your leave for the same condition, it is considered a recurrence and a continuation of the earlier long-term leave. It will not be paid by Autodesk as a new short-term disability leave.

    - Voluntary Disability Insurance (VDI) plan (for employees in California)[1]
- Long-Term Disability (LTD) plan (after 90 calendar days)[2]. If you do not have a copy of the Long-Term Disability Plan document which describes the Long-Term Disability provisions in detail, visit benefits.autodesk.com.
- For employees who accrue Vacation, accrued but unused Vacation pay.
- Social Security Disability Insurance (SSDI).

Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Discretionary Time Off (DTO) cannot be used for pay during Pregnancy-Related Leave (Statutory).

If you are unable to work for more than 7 consecutive calendar days, you must apply for Autodesk's short-term disability benefits, and any state disability or VDI benefits, as applicable. Leave certification forms serve as the application for Autodesk's short-term disability and VDI benefits.

If medical leave is intermittent, The Larkin Company will confirm if time away will be covered by sick pay, short/long-term disability, state disability, or a combination. Pay will not exceed 100% of your missed wages.

Details about benefits eligibility while on Pregnancy-Related Leave (Statutory) can be found in the Benefits While on Leave appendix of this policy.

[1] If you opted out of the VDI plan, you are instead participating in the State Disability Insurance (SDI) program.
[2] LTD requires claim submission and approval through Lincoln Financial Group.

Pregnancy-Related Leave (Company)

Purpose

You may request a Pregnancy-Related Leave (Company) if you are not eligible for a Pregnancy-Related Leave (Statutory) and are disabled due to pregnancy, childbirth, or related medical conditions.

Eligibility

You must meet the following requirements to be eligible for Pregnancy-Related Leave (Company):

- Are an **Eligible Employee** or Intern scheduled to work at least 20 hours per week, and
- Are not eligible for a Pregnancy-Related Leave (Statutory) or have exhausted it, and
- Your **health care provider** certifies in a **Leave Certification form** that you are disabled due to pregnancy, childbirth, or related medical conditions.

Duration of Leave

If eligible, you will be provided Pregnancy-Related Leave (Company) for the period your **health care provider** certifies you are disabled by pregnancy, childbirth, or a related medical condition, for up to four months, based on your regularly scheduled workweek. Thereafter, you may continue on Pregnancy-Related Leave (Company) for up to a maximum of 12 months total. Please refer to the *Job Protection While on Leave* section below for more information regarding length of leave and job protection.

You may take this leave intermittently or on a reduced schedule basis if your **health care provider** certifies it is medically advisable. For example, you may take off a few days or weeks at a time, or even work on a reduced-hour schedule.

Time off under this leave policy will be counted against your total federal and, as applicable, state family and medical leave entitlements to the fullest extent allowed by law. In addition, any time off under this policy will be counted against the total time off allowed under the Medical Leave (Statutory or Company) policy.

After Pregnancy-Related Leave (Company) is exhausted or you are no longer disabled by pregnancy, you may take Parental Leave and Family-Related Leave to care for and bond with your child.

Action Required

Contact The Larkin Company.

For planned absences, reasonable, advanced notice is required. For unscheduled and unforeseeable absences, you must contact your manager as soon as practicable, preferably before the regular start of your workday.

Job Protection While on Leave

If you return at the end of the approved leave period of up to 4 months, you will generally be reinstated to your same or **Equivalent Position.** After 4 months, you will have no right to reinstatement into your same job or an **Equivalent Position,** unless otherwise required by law.

Pay and Benefits While on Leave

Pay from one or more of the following sources may be available to you during approved Pregnancy-Related Leave (Company):

- Autodesk's Short-Term Disability (STD) benefit (for employees scheduled to work at least 20 hours per week) is

available for up to 90 calendar days.[1] Under the STD benefit, Autodesk will pay 100% of your base salary, less the amount of any benefit you are eligible to receive under the following programs:
    - State disability, where applicable
    - Voluntary Disability Insurance (VDI) plan (for employees in California)[2]
- Long-Term Disability (LTD) plan (after 90 calendar days).[3] If you do not have a copy of the Long-Term Disability Plan document which describes the Long-Term Disability provisions in detail, visit benefits.autodesk.com.
- For employees who accrue Vacation, accrued but unused Vacation pay.
- Social Security Disability Insurance (SSDI).

Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Discretionary Time Off (DTO) cannot be used for pay during Pregnancy-Related Leave (Company).

If you are unable to work for more than 7 consecutive calendar days, you must apply for Autodesk's short-term disability benefits, and any state disability or VDI benefits, as applicable. Leave certification forms serve as the application for Autodesk's short-term disability and VDI benefits.

If medical leave is intermittent, The Larkin Company will confirm if time away will be covered by sick pay, short/long-term disability, state disability, or a combination. Pay will not exceed 100% of your missed wages.

Details about benefits eligibility while on Pregnancy-Related Leave (Company) can be found in the Benefits While on Leave appendix of this policy.

[1] Autodesk will stop paying STD for approved leave time once you meet the 90-calendar day LTD "elimination period" (also referred as the LTD "waiting period"). The 90 days need not be consecutive, such as in the case for intermittent leave. Meeting the LTD elimination period does not guarantee your application for LTD will be approved. If you return to work from a leave that has met the "'LTD elimination period" and within 6 months restart your leave for the same condition, it is considered a recurrence and a continuation of the earlier long-term leave. It will not be paid by Autodesk as a new short-term disability leave.
[2] If you opted out of the VDI plan, you are instead participating in the State Disability Insurance (SDI) program.
[3] LTD requires claim submission and approval through Lincoln Financial Group.

Sick Leave

Purpose

All eligible employees are entitled to Paid Sick Leave in accordance with this policy.

Eligibility

You must meet the following requirements to be eligible for Sick Leave:

- Are an **Eligible Employee** or Intern scheduled work at least 20 hours per week, and
- You must be unable to work due to:
    - the diagnosis, care, or treatment of an existing health condition, including illness or injury of yourself or your **Immediate Family Member**; or
    - the preventive care of yourself or an **Immediate Family Member**, including such things as health care appointments; or
    - the need to attend to matters related to or to obtain relief for a domestic violence issue, sexual assault or stalking (medical attention; psychological counseling; meeting with a lawyer; court appearances; child custody issues) if you are a victim of domestic violence, sexual assault or stalking.

You may use Sick Leave only if there is not a more applicable leave available to you. For example, if you need more than 7 consecutive days off because of your own injury or illness, or if you need time off due to your own Serious Health Condition, you must apply for Medical Leave (which includes short-term disability pay). Another example is if you need extended periods of time off (in block or intermittent) to care for a family member, you may need to transition to a Family-Related leave.

Contact The Larkin Company to determine if the time off you need qualifies for and should be classified as Sick Leave or another leave (Medical or Family-Related).

Duration of Leave

Although Autodesk does not strictly limit use of Sick Leave, you must use Sick Leave in accordance with the guidelines of this policy.

You must use Sick Leave reasonably and responsibly. If you use Sick Leave excessively or irresponsibly, you may be disciplined, and such discipline may include termination. In the event Autodesk determines, in its sole discretion, that you have used Sick Leave excessively, irresponsibly, or inconsistent with this Policy, Autodesk reserves the right to reject classification of time entered as "Sick Time" and such time off may ultimately be unpaid, subject to applicable law. To learn about leave types protected by law, see Medical Leave (own condition) and Family-Related Leave types in this policy.

You should not exceed 10 workdays of Sick Leave in a year for qualifying reasons *other than your own health condition*. Contact The Larkin Company to determine if the time off you need qualifies for and should be classified as Sick Leave or another leave (Medical or Family-Related).

Action Required

For planned absences, reasonable, advanced notice is required. For unscheduled and unforeseeable absences, you must contact your manager as soon as practicable, preferably before the regular start of your workday. Autodesk may require medical documentation to support your eligibility for this benefit, as allowed by law.

Non-exempt employees: enter your time away into Workday as Sick time.

Exempt employees: do not enter time off in Workday.

Job Protection While on Leave

You will normally be reinstated to your same job upon return from a day(s) off upon which paid Sick Leave was granted.

State Law Differences

If there are state or local laws which allow employees to use Sick Leave for reasons other than those listed in this policy, you may use Sick Leave according to the Autodesk guidelines and the applicable state or local laws. Employees should contact AskPPL for further information about the availability of particular types of leave available to them.

Certain states and localities require that employees receive and/or accrue a minimum number of sick time hours each year. Autodesk's policy in providing Sick Leave is intended to, and designed to provide Autodesk employees greater benefits than are provided under those various state and local laws. For the avoidance of doubt, Autodesk will comply with any applicable state or local law requiring the provision of Sick Leave for Autodesk employees.

Oregon

See Family-Related Leave (Statutory), under the State Law Differences section, for discussion of sick child leave, required by OFLA.

Pay and Benefits While on Leave

You will continue to receive your regular pay while on approved Sick Leave.[1]

Details about benefits eligibility while on Sick Leave can be found in the Benefits While on Leave appendix of this policy.

[1] Sales employees with variable compensation should refer to their sales compensation plan or the Sales Compensation site on Autodesk One for further information.

Appendix A - Autodesk Benefits While on Leave

Refer to the chart below for details on what will happen to your benefits while you on leave. Information provided in the "Continues" column assumes you were enrolled in the respective benefit immediately prior to the commencement of your leave.

All benefits available while on a leave of absence are in accordance with the applicable Autodesk benefit policy, and subject to the terms and conditions of the applicable benefit summary plan description or other formal plan document. In the event of an inconsistency between the Autodesk policy and the applicable summary plan description or formal plan document, the summary plan description or formal plan document will control.

Benefit	Continues During Paid Leave	Continues During Unpaid Leave
Medical, Dental, Vision	Yes. Paycheck deductions continue.	You may choose to continue all or none of these benefits. Regarding benefits you choose to continue: - If your unpaid leave is classified as Personal Leave, Administrative Leave, or Medical Leave (Company), you will be required to remit payment to Autodesk on a monthly basis.[1] - For all other leave types, missed deductions will go into arrears and will be automatically collected when you return to paid status.[2] If you discontinue coverage, you will have the opportunity to make a new election upon your return to active status.
Autodesk sponsored Health Savings Account (HSA)	Yes. Paycheck deductions continue, if applicable. Autodesk HSA contributions on your behalf continue, assuming you have not waived HSA participation. You have access to your HSA funds while on leave.	HSA contributions will stop and will not automatically recalculate once your pay resumes. If you wish to make up for any missed deductions, you will need to log in to Workday and adjust your annual contribution amount. Autodesk HSA contributions on your behalf continue, assuming you have not waived HSA participation.
Health Care Flexible Spending Account (FSA)[3]	Yes. Paycheck deductions continue. Expenses incurred during your leave are eligible for reimbursement.	You may choose to continue or waive this benefit. If you continue enrollment in this benefit, missed deductions will go into arrears and will be automatically collected when you return to

[1] Additional information, including the monthly amount due, will be provided to you at the time payments are to commence.
[2] In the event you do not return to paid status, you will be required to remit payment to Autodesk for the total amount in arrears.
[3] Military Leave only: See the Flexible Spending Account plan document for information about electing a Qualified Reservist Distribution while on Military Leave.

Benefit	Continues During Paid Leave	Continues During Unpaid Leave
		paid status. If you waive this benefit, you will have the opportunity to make a new election upon your return to active status. Expenses incurred during your leave are eligible for reimbursement, unless you waive this benefit during unpaid leave.
Dependent Care Flexible Spending Account (FSA)[1]	Yes. Paycheck deductions continue during paid leave.	You may choose to continue or waive this benefit. If you continue enrollment in this benefit, missed deductions will not go into arrears. Following your return to active status, you will have the option to increase your per pay deduction amount to reach your annual election goal or decrease your annual goal by the missed deductions and your per pay amount will remain the same. If you waive this benefit, you will have the opportunity to make a new election upon your return to active status.
Life Insurance, AD&D Insurance, Short Term Disability, Long Term Disability (Employer-paid coverage)	Yes.	Yes. Life, AD&D and Long-Term Disability Insurance can continue for 24 months after leave begins, except for Personal Leave, where continuation is limited to 6 months after leave begins.
Voluntary Life Insurance, Voluntary AD&D Insurance (Employee-paid coverage)	Yes. Paycheck deductions continue during paid leave.	You may choose to continue or waive all or none of these benefits. If your unpaid leave is classified as Personal Leave, Administrative Leave, or Medical Leave (Company), you will be required to remit payment to Autodesk on a monthly basis.[2] For all other leave types, missed deductions will go into arrears and will be automatically collected when you return to paid status.[3] If you discontinue coverage, you will have the opportunity to make a new election upon your return to active status, however, you will be required to complete a new Evidence of Insurability (EOI) if the amount of your reinstated coverage exceeds the Guaranteed Issue

[1] Expenses incurred during your leave are NOT eligible for reimbursement.
[2] Additional information, including the monthly amount due, will be provided to you at the time payments are to commence.
[3] In the event you do not return to paid status, you will be required to remit payment to Autodesk for the total amount in arrears.

Benefit	Continues During Paid Leave	Continues During Unpaid Leave
		amount.
ARAG Voluntary Legal, Voluntary home, auto, and/or pet insurance	Yes. Paycheck deductions continue during paid leave.	You may choose to continue or waive all or none of these benefits. If you continue ARAG coverage: - If your unpaid leave is classified as Personal Leave, Administrative Leave, or Medical Leave, you will be required to remit payment to Autodesk on a monthly basis.[1] - For all other leave types, missed deductions will go into arrears and will be automatically collected when you return to paid status.[2] If you continue home, auto, and/or pet insurance, you must make alternate payment arrangements with the insurer. If you discontinue coverage, you will have the opportunity to make a new election upon your return to active status.
Commuter Benefits[3]	Yes. Paycheck deductions continue.	You may choose to continue or waive this benefit. If you continue coverage, missed deductions will go into arrears and collected upon your return to paid status.[2] If you waive this benefit, you must make a new election to re-enroll.
Benefits My Way, Make a Family	Yes. You may continue to access these reimbursement programs while on leave.	
CareCounsel, Cleo, Included Health, Medicare Choice Group Modern Health (EAP), RethinkCare	Yes. You may continue to access these benefits while on leave.	
401(k) contributions	Yes. If you are receiving leave pay that integrates with benefits paid under a state-administered program or the VDI plan, 401(k) contributions will be deducted only from the leave pay you receive from Autodesk.	No.

[1] Additional information, including the monthly amount due, will be provided to you at the time payments are to commence.
[2] In the event you do not return to paid status, you will be required to remit payment to Autodesk for the total amount in arrears.
[3] Expenses incurred during your leave are NOT eligible to be paid with Commuter Benefits funds.

Benefit	Continues During Paid Leave	Continues During Unpaid Leave
ESPP (Employee Stock Purchase Plan) Contributions	Yes. ESPP contributions are deducted from all paid leave types. If you are receiving leave pay that integrates with benefits paid under a state-administered program or the VDI plan, ESPP contributions will be deducted only from the leave pay you receive from Autodesk.	No. ESPP contributions will resume upon your return to paid status (unless you have been automatically withdrawn from the plan, as described in ESPP Participation below.
ESPP Participation	Your participation in ESPP will continue except you will be automatically withdrawn from ESPP on the date your continuous leave extends beyond 3 months and your leave on or following that date has been granted under one of the following policies: Administrative Leave, Family-Related Leave (Company), Medical Leave (Company), Personal Leave. If you are withdrawn from ESPP, any contributions made during the applicable purchase period will be returned to you within 1-2 pay cycles. Upon return to active status, you will have the opportunity to re-enroll in ESPP during the next ESPP open enrollment period.	
Stock (Vesting)	Yes.	Yes.
Service toward sabbatical eligibility	Yes.	No - except for first 180 days of Military Leave.
Vacation accrual (applies to non-exempt employees only)	Yes.	No - except for first 180 days of Military Leave.
Holidays	Yes - for Bereavement Leave, Hardship Leave, Jury/Witness Duty, and Sick Leave. No – for all other leave types.	
Autodays (formerly Week of Rest)	Yes - for Bereavement Leave, Emergency Personnel Leave, Family-Related, Hardship Leave, Jury/Witness Duty, Military Family-Related, Parental Leave, and Sick Leave. No – for all other leave types.	

Appendix B - General Definitions

Some of the terms used in these Policies are intended to be as defined by the Family and Medical Leave Act ("FMLA"), 29 U.S.C. § 2601 et seq. and regulations, 29 C.F.R. Part 825, and some by Uniformed Services Employment and Reemployment Rights Act ("USERRA"), 38 U.S.C. § 4301-4335 as indicated below. Some other terms used in these Polices are intended to be as defined by local laws, also as indicated below. Other terms are defined by Autodesk in its discretion.

Armed Forces of the United States is used in connection with Military Caregiver leave and Qualifying Exigency leave under the FMLA, and refers generally to the federal military forces. The term is not specifically defined in the FMLA regulations, but see definitions of Covered Active Duty and Covered Service Member in the FMLA, as amended.

Business Day as used in these Policies assumes a regularly scheduled workday. This amount of time per day will be applied when business days are indicated, except in cases where an employee works a part-time schedule. In this case, the time applied per day is prorated.

Cause for discharge under the Military Leave policy is as defined by the USERRA and may be based either on conduct or, in some circumstances, due to application of other legitimate or nondiscriminatory reasons. The elimination of your position or placing you on layoff status will constitute "cause for discharge" when based on application of legitimate nondiscriminatory reasons.

Child as used in these policies has the same meaning as "son or daughter" as defined by FMLA regulations, and means a biological, adopted, or foster son or daughter, a child of a Domestic Partner, a stepchild, a legal ward, or a child of a person who stands in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of mental or physical disability" at the time the leave is to commence.

Covered Active Duty means (1) in the case of a member of a regular component of the Armed Forces of the United States, duty during the deployment of the member to a foreign country including deployment in international waters; and (2) in the case of a member of a reserve component of the Armed Forces or National Guard of the United States, duty during the deployment of the member to a foreign country under a call or order to active duty, as provided by law.

Covered Service Member under the FMLA means (1) a current member of the Armed Forces (including National Guard or Reserves) of the United States who is your spouse, son, daughter, parent or next of kin, and is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a Serious Injury or Illness, or (2) a Veteran who was a member of the Armed Forces of the United States (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy for a Serious Injury or Illness, and who was discharged or released under conditions other than dishonorable at any time during the 5-year period prior to the first date you take FMLA leave to care for the covered Veteran.

Disqualifying discharge is defined by USERRA and includes a separation from military service with a dishonorable or bad conduct discharge; or under "other than honorable" conditions, as characterized by regulations of the uniformed service; or dismissal of a commissioned officer by court martial or order of the president in time of war; or a commissioned officer dropped from the rolls due to absence without authority for more than three months or due to imprisonment by court-martial or a civilian court.

Designated 12 Month Period under the FMLA, and for the purpose of tracking any Statutory Medical, Family or Military Family-Related Leave, is the 12-month period rolling backward from the date any Statutory Leave (Medical, Family or Military Family-Related, other than military caregiver leave) is to be used. Similarly, for the purpose of tracking any Company Medical or Family-Related Leave, the Designated 12 Month Period is the 12- month period rolling backward from the date any Company Medical or Family-Related Leave is to be used.

Domestic Partner includes Registered Domestic Partners and Non-Registered Domestic Partners:

Registered Domestic Partners

(a) Domestic Partners - same-sex and opposite-sex couples who have registered with any state or local government domestic partnership registry; or

(b) State Registered Domestic Partners - two individuals who are Registered Domestic Partners with the state, in a state in which they reside pursuant to a domestic partner registration law; or

(c) Civil Union Partners - two individuals who are in a legally recognized Civil Union with the state, in a state in which they reside pursuant to a civil union law.

Non-Registered Domestic Partners

Partners not registered or recognized by any legal entity, but who meet the Autodesk domestic partner requirements.

Domestic partnerships are not currently recognized by federal law, including FMLA, regardless of their registered or non-registered status.

Elderly Relative is used in connection with Family Participation Leave under Massachusetts law and means an individual at least 60 years of age who is related to you by blood or marriage, including a parent.

Eligible Employee as provided in the Introduction above, means a regular Autodesk employee on the U.S. payroll scheduled to work at least 20 hours per week. An employee is on U.S. payroll if Autodesk withholds employment taxes from the employee's compensation and issues a Form W-2 to the employee. "Eligible employee" and "you" are used interchangeably throughout these Policies. An employee must meet all eligibility criteria in order for "you" to be applicable to that employee.

Escalator Position is as defined by USERRA, and means the job position you would have attained had your employment continued without interruption due to uniformed service.

Equivalent Position under the FMLA means a position that is virtually identical to the position you held when the leave began, in terms of pay, benefits and working conditions, including privileges, perquisites and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility, and authority. Autodesk also uses this term in conjunction with some non-FMLA leaves.

Fitness for Duty Certificate is the form your Health Care Provider must complete so that Autodesk may determine whether and under what circumstances you may return to work following a leave due to your own illness or injury. Autodesk must verify that you are able to return to work and not jeopardize your safety or that of others. The completed certification must be provided before you may return to work.

Health Care Provider under the FMLA includes (1) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; (2) podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the State and performing within the scope of their practice as defined under State law; (3) nurse practitioner, nurse midwives, clinical social workers and physician assistants who are authorized to practice under State law and performing within the scope of their practice as defined under State law; (4) Christian Science Practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; (5) any health care provider from whom an employer or employer's group health plan's benefits manager will accept certification to substantiate a claim for benefits, and (6) a health care provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country, and who is performing within the scope of his or her practice as defined under such law.

Immediate Family Member as used in connection with Autodesk's Bereavement, Hardship and Sick leaves, is your mother, father, sister, brother, Spouse, Domestic Partner, Child, grandchild, grandmother or grandfather (including immediate family members of your Spouse or Domestic Partner and immediate step relatives.) "Children" for the purposes of these policies include (i) biological, (ii) adopted, (iii) foster children, (iv) stepchildren, (v) legal wards, and (vi) children to whom the employee stands in loco parentis. "Parents" include (i) biological, (ii) adoptive, (iii) foster parents, (iv) step-parents, (v) legal guardians of an employee, (vi) legal guardians of an employee's spouse or registered domestic partner, and (vii) a person who stood in loco parentis when the employee was a minor child.

In Loco Parentis under the FMLA means in place of a Parent, and includes someone who has assumed the day-to-day responsibilities to care for and financially support a child or, in the case of you, who had such responsibility for you when you were a child. A biological or legal relationship is not necessary. Includes children of Domestic Partners.

Leave Certification form is the form your Health Care Provider or your family member's Health Care Provider must complete in order for Autodesk and The Larkin Company to determine whether you qualify for any medical related leave. Under the FMLA or Medical (Statutory and Company) Leaves Autodesk may designate a qualified health care provider and request a second and/or third independent medical opinion when Autodesk has reason to question the validity of the original certification. Such second and third opinions will be obtained at Autodesk's own expense. If the second opinion conflicts with the opinion in the original certification, Autodesk may obtain the opinion of a third, independent health care provider. This provider will be designated or approved jointly by both Autodesk and you, for which approval shall not be unreasonably withheld. The opinion of the third, independent health care provider is final and binding on both Autodesk and you.

Military Caregiver Leave means leave provided under the FMLA to you for the purpose of caring for your Spouse, Parent, or Child who is a Covered Service Member with a Serious Injury or Illness. Autodesk extends the same benefit and protections to Registered Domestic Partners.

Next of kin of a Covered Service Member under the FMLA is the nearest blood relative not including the Covered Service Member's Spouse, Domestic Partner, Parent, or Child in the following order of priority: blood relatives who have been granted legal custody of the Covered Service Member by court decree or statutory provisions, siblings, grandparents, parents' siblings, and first cousins, unless the Covered Service Member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under FMLA. When no designation has been made and there are multiple family members at the same level, all such family members are considered next of kin and may take FMLA leave. When a designation has been made, the designated individual shall be deemed the only next of kin.

Parent under the FMLA means your biological, foster or adoptive Parent, stepparent or any other person who stood In Loco Parentis to you when you were a child as defined above. The term does not include parents-in-law or parents of your Domestic Partner.

Parent of a Covered Service Member under the FMLA means a Covered Service Member's biological, foster or adoptive Parent, stepparent or any other person who stood In Loco Parentis to the Covered Service Member. The term does not include parents-in-law.

Parental Care under the FMLA refers to a type of Qualifying Exigency Leave to attend to certain types of care for the parent of your Spouse, Child, or Parent who is on Covered Active Duty ("military family member"). For purposes of leave for Parental Care, the Parent of the military family member must be incapable of self-care and must be the military family member's biological, adoptive, step, or foster parent, or any other individual who stood In Loco Parentis to the military family member when the member was under 18 years of age. A Parent who is incapable of self-care

means that the parent requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living, as provided by law.

Qualifying Exigency Leave under the FMLA is provided to you when your Spouse, Parent, or Child is on covered active duty or on-call to covered active duty status, (referred to as "the military family member"), resulting in the need for you to take time off work to address issues related to short notice deployment, make arrangements for child-care, attend certain school activities, handle certain financial or legal arrangements, attend certain counseling sessions, attend military ceremonies or informational briefings, spend short periods of time for rest and recuperation leave during the period of deployment, participate in certain post-deployment activities, or provide care for the parent of the military family member (Parental Care). It may also include time off agreed upon by Autodesk and you for other activities arising out of the military family member's call to duty. Autodesk extends the same benefit and protections to Registered Domestic Partners.

For purposes of leave for childcare and school activities or **Parental Care** under **Qualifying Exigency Leave**, the military family member must be the spouse, parent or child of the employee seeking leave, but the child or the parent for whom the leave is sought need not be the child or parent of the employee requesting leave.

Serious Health Condition is further defined by FMLA regulation. Generally, it means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. "Continuing Treatment" includes one or more of the following:

(1) A period of incapacity requiring absence of more than three consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:

a. Treatment 2 or more times, within 30 days of the first day of incapacity, by a health care provider (including nurse, physical therapist or other health care service provider under the supervision of a health care provider); or

b. Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of a health care provider.

(2) A period of incapacity due to pregnancy or for prenatal care.

(3) Any period of incapacity or treatment for such incapacity due to a chronic serious illness (which requires at periodic visits to the health care provider, at least twice per year).

(4) A period of incapacity which is permanent or long term due to a condition which is under the continuing supervision of a health care provider.

(5) Any absence to receive multiple treatments (including any period of recovery) by, or on referral by, a health care provider for restorative surgery after an accident or injury or a condition that would result in incapacity of more than three consecutive days in the absence of medical care.

Serious Injury or Illness means in the case of a member of the Armed Forces of the United States (including a member of the National Guard or Reserves): (1) an injury or illness incurred by the member in the line of duty while on active duty in the United States Armed Forces or (2) existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the service member's office, grade, rank or rating. In the case of a veteran who was a member of the Armed Forces of the United States (including a member of the National Guard or Reserves) at any time during a period of 5 years preceding the date on which the veteran undergoes medical treatment, recuperation or

therapy, a Serious Injury or Illness means (1) a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran; (2) a physical or mental condition that results in a Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or higher; (3) a physical or mental condition that either substantially impairs the veteran's ability to secure and follow a gainful occupation due to the service-related disability or would do so absent treatment; or (4) an injury, including a psychological injury that led to a veteran being enrolled in the Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Single 12-Month Period is the 12-month period that begins and goes forward from the first date military caregiver leave under the FMLA is used. It is the 12-month period during which the 26 weeks of military caregiver leave may be used.

Son or Daughter of a Covered Service Member, in connection with military caregiver leave under the FMLA, means a Covered Service Member's biological, adopted, or foster child, a child of a Domestic Partner, a stepchild, a legal ward, or a child for whom the Covered Service Member stood in loco parentis and who is of any age.

Son or Daughter on Covered Active Duty or Call to Covered Active Duty Status in connection with qualifying exigency leave under the FMLA, means your biological, adopted, or foster Child, a child of a Domestic Partner, a stepchild, a legal ward, or a child for whom you stood In Loco Parentis, who is on covered active duty or call to covered active duty status and of any age.

Spouse means a legally married couple in accordance with the place of celebration of the marriage.

Uniformed Services of the United States is used in connection with military leave under USERRA, and means the Army, Navy, Marine Corp, Air Force or Coast Guard and their reserve units, the Army National Guard and the Air National Guard, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Veteran means a person who served in the active military, naval or air service, and who was discharged or released from such service under conditions other than dishonorable.

Work Week refers to Autodesk's standard workweek, which is Sunday through Saturday. Autodesk's standard work schedule is Monday through Friday. For a full time employee, a typical workweek will be 40 hours.

The term is used to calculate the amount of leave you use. For example, if you normally work 40 hours per week (8 hours per day, 5 days per week) you will use 8 hours of leave for each workday you are absent, and 40 hours for each work week you are absent.

Revision History

Date	Version	Summary
7/13/2026	34	Updating Hardship Leave to reference new Global Hardship Time Off Policy.
3/30/2026	33	Removing reference to ESPP contribution not being deduced from short-term disability pay as of 4/1/2026.
6/1/2025	32	Update Benefits While on Leave chart to replace Lyra with Modern Health and add Medicare Choice Group. Clarify language in variable compensation footnotes.
11/1/2024	31	Added clarification re: available time under Sick Leave policy. Removed reference to appendix from Sick Leave policy. Added language re: denial or revocation of approval to Medical Leave (Company) policy. Added clarifying language re: timing of ESPP withdrawal and language regarding collecting arrears upon failure to return to active status to the Benefits While on Leave section.
4/1/2024	30	Removed reference to Workers Compensation pay from Pregnancy-Related Leave (Company), Pregnancy-Related Leave (Statutory), and Medical Leave – Organ and Bone Marrow Donor. This reference was inadvertently included when 1/1/2024 policy revisions were made. Updated contact information for commission-related inquiries. Add clarifying language regarding leave entitlement for employees joining Autodesk through acquisition. Reduced minimum increment for intermittent Family-Related Leave from 2 weeks to 1 week.
3/1/2024	29	Updated Family-Related Leave (Statutory) and Family-Related Leave (Company) to change minimum bonding leave increment to 1 week.
1/19/2024	28	Corrected information regarding employer HSA contribution while on unpaid leave. Changed to leave duration from 90 days to 3 months as it relates to ESPP withdrawal.
1/1/2024	27	Completely reformatted and reorganized information. Added information related to state-specific leaves, where applicable. Added reference to the Voluntary Disability Insurance (VDI) plan for California employees, where applicable. Added clarification regarding ESPP withdrawal.
9/21/2022	26	In Family-Related Leave (Statutory) section of California state law added grandparents, grandchildren, sibling, and parents-in-law. Added language of the removal of the age requirement for care of a child. Removed on page 10 about communicating with manager every 30 days.
7/12/2022	25	In the Medical, Medical Leave – Organ and Bone Marrow Donor, and Pregnancy-Related section of Pay While on Leave chart, replaced footnote #5 to explain more clearly and succinctly the maximum STD and LTD elimination periods.
6/23/2022	24	Replaced “Be” with “Become” under Eligibility section of Parental Leave. Replaced all references to Grand Rounds with their new name of Included Health.
2/15/2022	23	Removed mention of benefit premium payment through benefitexpress from Personal leave pay while on leave chart. Updated the elimination period on the medical leave to say “go out on another medical leave for *any* reason” and changed 13 or fewer calendar days to 14 and “If you return to work for 14 or more consecutive days” to 15 or more consecutive days.
7/1/2021	22	Updated the Paying for Benefits While on Leave section to address new payroll process of collecting premiums in arrears once the employee starts receiving pay again. Also, updated the Pay on Leave chart to reflect this change.
3/30/2021	21	Updated to remove benefitexpress as premium collection contact
7/23/2020	20	Updates to the Pay on Leave chart adding details of Long Term Disability coverage and length of short term disability coverage. Pay and benefits while on leave to indicate when week of rest to paid and updated holidays to unpaid. Included leaves interns are NOT eligible for in the intern section.
6/1/2020	19	Updated Hardship Leave policy. Communication While on Leave – included e-mail address.
1/1/2020	18	Added The Larkin Company e-mail address to contacts. Updated Reporting Requirements While on Leave Updated Pay and Benefits on Leave Charts. Medical Leave – Organ and Bone Marrow Donor (Statutory) – updated California Law.
2/1/2019	17	Bereavement – increases to 10 days with manager approval. Hardship – increases to 10 days for specific situations. Pay and Benefits on leave –Discretionary Time Off cannot be used as a form of pay during unpaid leave.
7/1/2018	16	Company Medical – removed manager approval. Updated duration to 12 months of leave in an 18- month period. Parental – 1-week minimum duration. Personal – Minimum duration increased to 22 days. Maximum duration 1-year. Pay and benefits on leave chart – Added sales commission contacts. Removed holiday pay eligibility from Parental. Added holiday pay eligibility to unpaid Family. Updated DCFSA to continue contributions. LTD eligibility to 24 months for those on medical leave. Interns - Eligibility for Bereavement and Company Family, Medical and Pregnancy leave. Eligibility through the end of contract.

12/9/2016	15	Leave chart - updated to include action required. Pay and benefits on leave - included as an appendix. Sick Leave - updated Sick Leave to clarify it is allowed for use when on family leave. Bereavement - changed to 5 day. Company Medical - added job search pay details. Parental - included requirement baby born or placed for adoption while an Autodesk employee.
6/1/2016	14	Added The Larkin Company contact information. Changed Parental Leave policy to allow for birth mom, 6 week duration, allow for within one year of child birth/placement and removed primary caregiver requirement
3/15/2016	13	Updated Sick Leave policy. Updated Pregnancy-Related Leave (Company) policy.
7/11/2015	12	Updated prohibition against retaliation language
6/9/2015	11	Under General Definitions, updated definition of Immediate Family Member. Updated Sick Leave policy.
4/15/2015	10	Under General Definitions, updated definition of Spouse.
3/27/2015	9	Under General Definitions, updated definition of Spouse.
1/9/2015	8	Added Leave of Absence Chart
4/24/2014	7	Updated “Eligible Employee” definition. Updated State Law Differences for Bereavement Leave, Jury Duty Leave, Military Leave and Sick Leave. Added Emergency Personnel Leave. Added Job Accommodation information to Pregnancy Related Leave.
3/28/2013	6	Updated definition of “Covered Active Duty”, “Covered Service Member” and “Qualifying Exigency Leave.” Added definition of “Parental Care” as it relates to “Qualifying Exigency Leave.” Updated definition of “Serious Injury or Illness.” Updated Military Family Leave policy, expanding on details of Qualifying Exigency and Military Caregiver leaves. Updated Pregnancy Related Leave policy, under State Law Differences in CA.
2/19/2013	5	Definition of “Child” expanded to include child of a domestic partner. Clarified definition of “Domestic Partner” and included details regarding Registered and Non- Registered Domestic Partners. Definition of “In Loco Parentis” expanded to include children of domestic partners. Statutory Family-Related Leave policy updated to reflect that this leave is provided to Registered Domestic Partners as well. Military Family-Related Leave policy updated to reflect that this leave is provided to Registered Domestic Partners as well.
9/25/2012	4	Added language to Sick Leave policy regarding intermittent leave of absence.
1/10/2012	3	Hardship - removed “Are not eligible for time off under any other leave policy” from eligibility requirements. Defined “Business Day.” Updated Bereavement, Hardship, Medical – Organ/Bone Marrow policies with “business day” to define length of leave entitlement. Updated Parental Leave with “weeks” to define length of leave entitlement. Added non Immediate Family Members to Bereavement Leave. Added “Prohibition Against Retaliation” wording under General Provisions. Added Workweek definition.
2/8/2011	2	Added Organ and Bone Marrow Donor Leave and updated to specify Intern eligibility for statutory leaves.