

Discretionary Time Off (DTO)



Our flexible, hybrid workplace has significantly changed the way we work and live, especially when it comes to how, when, and where we do our jobs. As we've transformed the way we work, we have also modernized our vacation policy to a more flexible model. DTO is anchored in trust and accountability and aligns with our culture and values.

Discretionary Time Off (DTO) can be taken for any reason that does not fall under our existing time off and leave of absence (LOA) policies, Holistic Health Time Off (HHTO; formerly Sick and Mental Health time), jury duty, or bereavement leave.

All US benefits-eligible salaried/exempt full- and part-time employees are eligible for DTO. Hourly employees are not eligible for DTO because governing wage and hour requirements make adopting untracked DTO prohibitively difficult for our non-exempt employees, and we want to ensure we provide our hourly team members overtime when earned. We continue to offer generous time away to our hourly/non-exempt employees to help them rest and recharge.

What you should know about DTO

- You don't need to record your DTO usage in the Time & Absence Reporting tool (TAR).
- You will only use TAR to record bereavement, jury duty, and HHTO. Instead, we encourage you to leverage Outlook Calendars and Teams to keep your team and stakeholders aware of your scheduled time away.

Evaluating DTO requests

Balance business needs and team coverage

Managers will do their best to approve DTO requests while balancing team and business needs. If the business cannot support a request, your manager may work with you to find another window for your time off. Their decisions will consider the following:

- If it is an appropriate time in the business cycle to take time off.
- Your ability to meet work commitments and duties.
- Other team members' time off requests and the availability of coverage during the period.

Length of request

- DTO requests for 4 or more consecutive weeks off require review by the direct manager plus approval at the GM level or above. If your manager supports your DTO request, they will forward it to the GM+ for review on your behalf.

Type of request

- DTO requests must not fall under another form of time off or leave, such as maternity and/or parental leave, short-term disability leave, family caregiver leave, workers' compensation leave, military leave, bereavement leave, HHTO, or jury duty.

Planning for and using DTO

Employee Responsibilities	Manager Responsibilities
<ul style="list-style-type: none"> • Request DTO from your manager, ideally at least 2–3 weeks in advance. • Get your manager's approval before taking DTO. • Once your DTO is approved, let your team know via non-blocking Outlook or Teams calendar invites or another method agreed upon by your team. • Plan ahead and help coordinate coverage while you're out. 	<ul style="list-style-type: none"> • Encourage teams to proactively plan time off. • Evaluate and approve/decline time-off requests. • Be consistent when evaluating requests using the criteria outlined above. • If the business cannot support a request, work with the employee to find a different window for their time off.

Resources

- [DTO FAQ](#)
- [DTO Policy](#)
- [Time Away Guide](#)