

# Discretionary Time Off (DTO)

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- Exempt employees
- Paid time away from work for things like vacation, without the limit on days available
- Does not apply to paid holidays, bereavement leave, jury duty, volunteer days, or medical or other leaves of absence, which are addressed under separate policies
- Can be used in any increment of time with manager approval; for DTO greater than 10 consecutive workdays, manager and department VP must review and approve

