

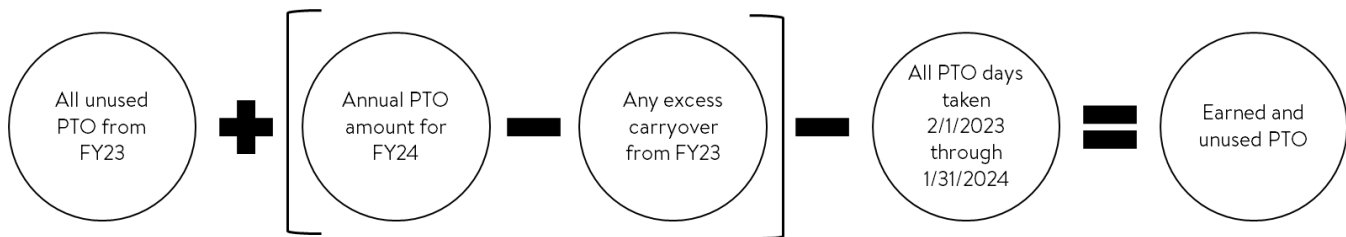
FY 24 PTO Payout Worksheet for Salaried Associates on Military Leave of Absence

As part of military leave benefits and the Military/Uniformed Services Leave of Absence Policy, salaried associates on military leave through January 31 (the end of Walmart's fiscal year and the PTO Plan Year) receive a payout of earned and unused PTO after applying PTO policy carryover rules.

The People Partner and the associate's manager are responsible for issuing a PTO payout for their associates on military leave within **30 days** of receiving the *Military PTO Payout Notice* from Sedgwick. The Sedgwick notice contains the number of PTO days used while on leave which is used in the calculation of any payout.

Use the formulas and steps below to calculate and issue a PTO payout for associates on military leave.

- 1 Calculate earned and unused PTO days for FY24 (February 1, 2023 – January 31, 2024).



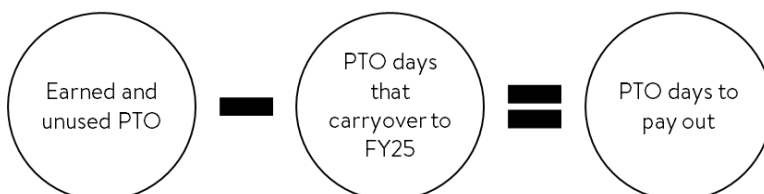
Annual PTO Chart			
PTO Service Years	5 – Day Workweek	4 – Day Workweek	3 – Day Workweek
0 – 1	21	17	13
2	23	18	14
3 – 5	26	21	16
6 – 9	31	25	19
10 – 14	34	27	20
15+	36	29	22

PTO Service Years are based on the years of service the associate will celebrate during a plan year (February 1 – January 31).

Unused PTO days from FY23 that do not affect FY24	
California = 6	New Mexico = 8
Chicago/Cook County IL = 8	New York = 7
Colorado = 6	Philadelphia, PA = 10
Dallas, TX = 8	Seattle, WA = 13
Minneapolis, MN St Paul, MN Bloomington, MN	= 10
	Washington, DC = 14
All other locations = 5	

Excess Carryover = All unused PTO minus carryover days that do not affect the new plan year's PTO

- 2 Calculate the number of PTO days to pay out.



PTO days that carryover to FY25 (beginning 2/1/2024)	
California = 10	New Mexico = 8
Chicago/Cook County IL = 8	New York = 7
Colorado = 6	Philadelphia, PA = 10
Dallas, TX = 8	Seattle, WA = 13
Minnesota = 10	Washington, DC = 14
All other locations = 5	

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3 Calculate the PTO dollars to pay out.



Daily rate of pay = Annual Salary ÷ 52 weeks ÷ Work Week Schedule (5, 4, or 3 days a week)

4 If the associate receives RPZ, calculate the RPZ dollars to pay out.



5 Submit an [OTP](#) (One-Time Payment) for Salary < Retroactive Pay. The PTO payout and any RPZ payout are to be paid separately. Be sure to note the correct earning codes on the one-time payment request.

- California PTO payout earning code = TV, SAP Wage Type 1027
- PTO payout earning code in all other states = 02, SAP Wage Type 1007
- RPZ payout code = R1, SAP Wage Type 0101

Note: If you have questions or need help, you may contact People Services at 800-421-1362.