



# Salaried Associate PTO FAQ

## Earning and using PTO

### What is PTO?

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PTO combines sick days, vacation days, holidays and personal days in a single balance, allowing you choice and flexibility in how you take paid time away from work.

### How much PTO do salaried associates receive?

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The longer you work for Walmart, the more PTO you get.

YEARS AT WALMART	ANNUAL PTO DAYS
	Five-day workweek
0-1	21
2	23
3-5	26
6-9	31
10-14	34
15+	36

### If salaried associates change from a three-day to a five-day work schedule, will their annual PTO days change too?

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Yes. A change in work schedule will result in a modification to the number of PTO days available for use. Please see the PTO Salaried Associate policy on OneWalmart for details on how annual PTO amounts vary by schedule.

### How can salaried associates use PTO?

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Associates may choose to use PTO for just about any reason:

- **Holidays**—Choose your most meaningful holidays to take time off from work. When your facility is closed, PTO will be used if you're not working.
- **Need to be out of the office**—You can use PTO for vacations, unplanned absences or the occasional sick day.
- **Short-term disability waiting period**—You may choose to use PTO to get paid during the seven-day, short-term disability waiting period if you need to be away from work for an extended period due to your own medical condition.
- **Time increments**—PTO can be used in full- or half-day increments.

## Do salaried associates need to track their PTO requests?

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Tracking time away from work for salaried associates is determined by department. You should discuss your time off plans with your manager. There is an optional PTO tracking tool available to salaried associates and can be found in the PTO Toolkit on OneWalmart.

## Do I need to use PTO for sick days?

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Yes. You'll need to use PTO if you take a sick day and are not able to work from home.

## When do I not have to use PTO?

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You don't have to use PTO for the following:

- Intermittent absence for medical needs related to a STD claim.
- Weekend military drill: Up to three days.
- When working remotely at an alternate location other than your normal work location (e.g., from home, satellite location) on regular working days or a company-recognized holiday/facility closure on a day you are not scheduled to work.
- Bereavement: Up to three days.

## Can I cash out my unused PTO?

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No, PTO for salaried associates doesn't have a cash value.

# PTO plan year

## What is the "plan year"?

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The PTO program runs on a special plan year, not the calendar year. The plan year starts on Feb. 1 and runs through Jan. 31 of the following year.

## If I can't use all of my PTO during the plan year, will it carry over?

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Yes. If you have unused PTO, you may carry over up to five days of PTO without an impact on your next plan year's annual PTO days. Some city and state exceptions apply.

## How does additional carried-over PTO impact the next plan year's PTO days?

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Since salaried associates have a maximum amount of PTO days available each year, any carried-over PTO above the five-day allowance will reduce the amount of days received in the next plan year. For example, if a salaried associate carries over eight days of unused PTO at the end of the plan year, they'll receive their annual PTO amount, less three days. Some state and city exceptions apply.

## If I have to postpone my paid time off into the next PTO plan year due to a business-critical situation, will I be able to carry over additional PTO without impacting my annual PTO days in the new plan year?

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If you've had to postpone your PTO at the request of your manager due to a business-critical situation, then your PTO will carry over into the new plan year and will not impact the number of your annual PTO days.

## Will my pay be impacted if I take time off after I've exhausted my available annual PTO days for the plan year?

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Yes, your pay could be reduced if you are absent for a full day or more once you've exhausted the PTO that's provided to you for the plan year.