

Unused PTO: Cash it out or carry it over

For hourly associates

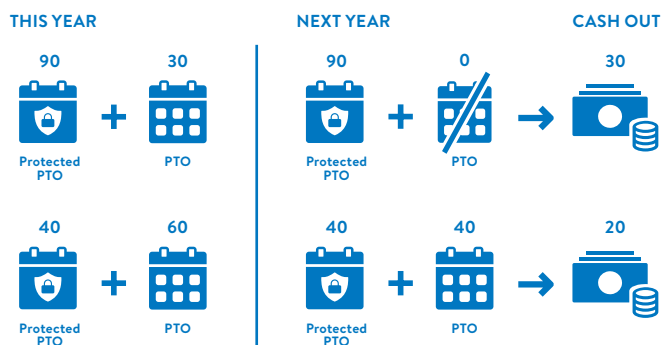
Hourly associates in most work locations earn two kinds of paid time off (PTO) at the same time: **regular PTO**, and **Protected PTO** which can help you avoid attendance points for unplanned absences. Some associates earn only regular PTO.

If you don't use all the PTO you've earned before the end of each "plan year" on Jan. 31, it will either carry over to use in the next year or cash out in your paycheck. The details depend on what kind you earn and how much you have.

If you earn regular PTO and Protected PTO

- All your unused Protected PTO always carries over to start the new plan year.
- If your Protected PTO balance is at least 80 hours (or 48 hours for part-timers) on Jan. 31, all your regular PTO turns into cash.
- If your Protected PTO balance is less than 80 hours (or 48 for part-timers), some of your regular PTO carries over until you reach 80 total hours (or 48 for part-timers). Then any remaining regular PTO above that amount turns into cash.

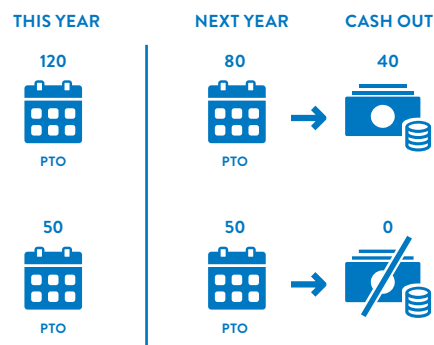
Examples (Full-time associates):



If you only earn regular PTO

- If your PTO balance is at least 80 hours (or 48 hours for part-timers) on Jan. 31, 80 hours of your PTO carries over to start the new plan year, and any extra turns into cash.
- If your PTO balance is less than 80 hours (or 48 for part-timers), all of your PTO carries over to start the new plan year. You will not receive a cash-out.

Examples:



About cash-out

If some of your PTO cashes out, you'll receive a one-time payment of your total cash-out hours times your hourly rate of pay. You'll get it in the paycheck that includes Jan. 31. Standard taxes and payroll deductions apply, which you can see on your [online paystub](#) or [Workday](#). You can also check your balance any time on the [GTA Portal](#).

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