

# Paid Sick Leave

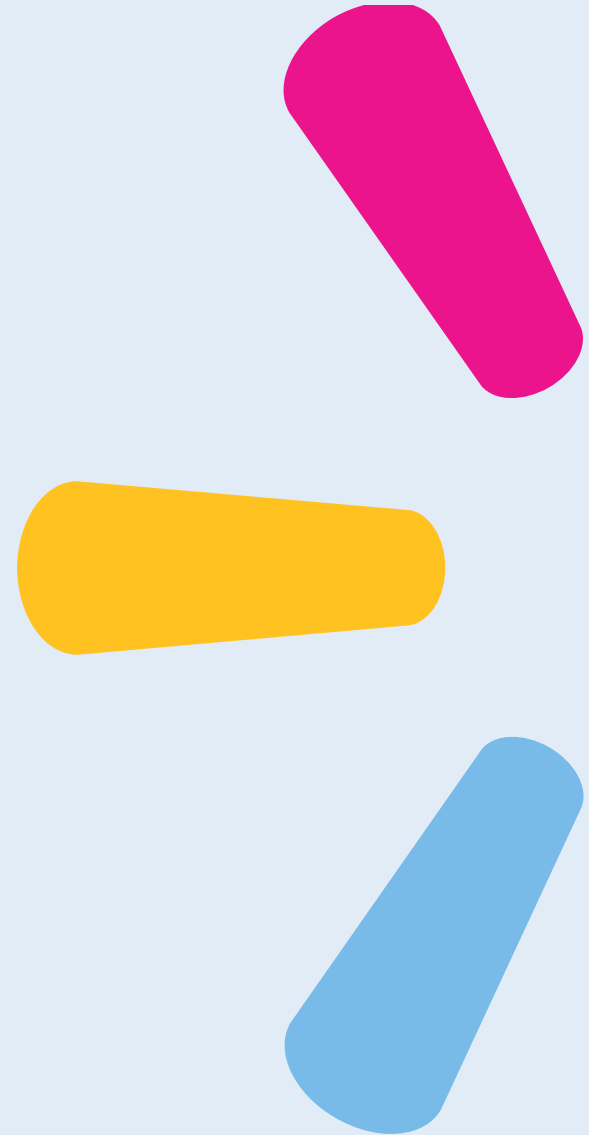
Dallas

HO & eCommerce



# Agenda

- **What is a paid sick leave law?**
- **What's changing with PTO now that you have a PSL?**
- **How to use Protected PTO**
- **How does Protected PTO work with attendance?**
- **Additional Resources**



# Paid Sick Leave

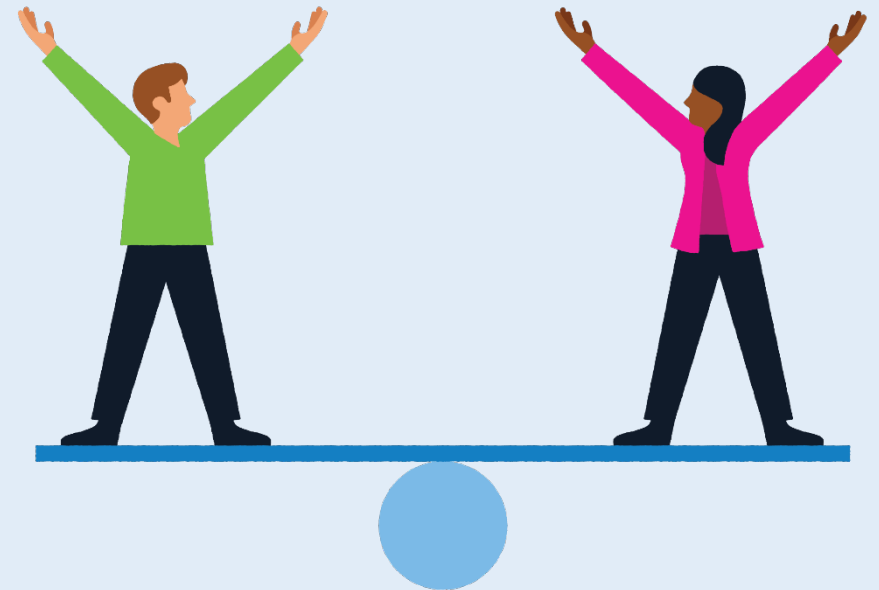
All Associates

## What is a Paid Sick Leave (PSL) Law?

- Paid Sick Leave laws provide paid time away from work for reasons including but not limited to:
  - An associate's own illness or Injured or ill family members of an associate
  - Safe reasons (e.g., domestic or sexual violence)
  - For a full list of reasons, please see your location's updated PTO policy

We developed the Continuous Protected PTO program to comply with state laws like Dallas' new PSL law and to support associates when they need time away from work

Dallas' PSL goes  
into effect  
**August 1, 2019**



# What's Changing with PSL?

Hourly Associates: Full time, Part time, and Temporary

## You will earn Protected PTO!

Starting March 16, 2019, earned PTO will be divided into two separate categories: Protected PTO and PTO. Both types of PTO will be displayed in your Global Time and Attendance Portal (GTAP)



Temporary associates will only earn Protected PTO

You will now align with the Continuous Protected PTO Plan for earning time off. This means associates can earn PTO and Protected PTO without an annual cap

- Associates will also begin earning Protected PTO their first day at work. Once earned, Protected PTO will be available for use immediately. Earning and using regular PTO will still begin on the 90th day of employment.
- Part time associates with less than 2 years tenure with the company will earn PTO/Protected PTO a little faster than before
- Both Protected PTO and regular PTO will also pay out if an associate leaves Walmart, as long as the associate has been working here at least one year

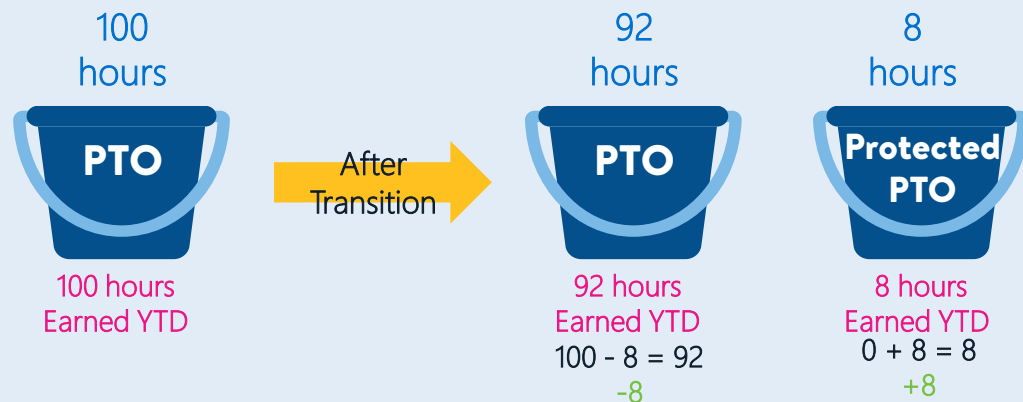
# Transitioning to Protected PTO

Hourly Associates: Full time, Part time, and Temporary

In order to transition from your old PTO program to Protected PTO, up to **8 hours** of available PTO was moved into the protected PTO bucket on August 27, 2019

This is done because the law became effective on August 1, 2019 but associates were not moved unto the Continuous PSL PTO Plan until August 27, 2019

**Here's an examples of what this transition looked like:**



**This is a one time transition!**

**In the future:**

No additional regular PTO will convert to Protected PTO

# What about salaried associates?

## Salaried Associates

### Salaried Associates:

- The PTO program for salaried eCommerce associates already meets the law's requirement by providing FlexPTO which can be used for Paid Sick Leave reasons.

### Using FlexPTO for PSL reasons

Any absence where a Salaried associate uses their FlexPTO for Sick, Family Care or other PSL reasons should be “authorized”. This means you should excuse any attendance occurrences or performance infractions due to the absence when enough PTO is used to cover the missed time

**Salaried associates may use their FlexPTO for Dallas PSL reasons pay period beginning August 1, 2019**



# Additional things to know

All Associates

## Please Notify your associates!

- Please share this information with your associates. Talking points were included in the communications you received prior to training
- Associates must also be given a copy of the PTO/Protected PTO policy. New hires must be given a copy of the policy on their first day of employment.
- A notification poster provided by GovDocs will be required to be displayed in a location easily visible to associates.
- Replacement PSL posters can be requested from GovDocs using the One Wire page:

[Work > Operations: Compliance > Employment: Employment Standards > Standards: Employment Posters > State Required Employment Posters: Employment Postings by State > \[Your Location\]](#)



# Requesting Protected PTO

**Hourly Associates: Full time, Part time, and Temporary**

## Requesting Protected PTO

Associates request Protected PTO in GTA Portal by requesting paid time off for one of the following reasons:

- PTO – Sick/Other
- PTO – Family Care

PTO and Protected PTO must be requested in 15 minute increments. However, the system will pay down to the minute based on the amount of time the associate has available.

## Let's look at an example!

- Andrew has a balance of 8 hours and 25 minutes of Protected PTO
- To be paid all 8:25 hours, Andrew must request 8 hours and 30 minutes of PTO.



**15 minute increments**



# How does Protected PTO excuse an occurrence?

**Hourly Associates: Full time, Part time, and Temporary**

**Use of Protected PTO will excuse an associate from an occurrence if:**

1. The associate submits a time off request for their missed shift or tardy (late in/early out) within 7 days of the absence
2. The time off reason for the request is listed as PTO- Sick or PTO- Family Care
3. The associate uses enough Protected PTO to avoid an unauthorized absence under your segment's attendance policy\*

To excuse an occurrence, an associate has to use enough protected PTO to reduce the total unprotected time down to 0 minutes **or** your attendance's specific grace period\*

For additional information on how Protected PTO excuses an occurrences, please see your HR representative




PSL locations should use the [Paid Time Off – Hourly Associate Management Guidelines](#) in the PTO policy to work attendance exceptions.

The PTO and Attendance systems are not connected. Attendance must be actioned manually when Protected PTO is used.


# Recap: Using Protected PTO & other balances

Hourly Associates: Full time, Part time, and Temporary

		How Balances are Used
Full Time	Sick Family Care	Protected PTO
		PTO
		Personal
Part Time & Temps ONLY		Sick



		How Balances are Used
Full Time/ Part Time	Vacation Personal Holiday	PTO
		Protected PTO
		Personal



## Protected PTO can be used for any reason – just like PTO!

Therefore, if an associate requests time off for Sick or Family Care but does not have enough available Protected PTO to cover their request that day:

- The GTA system will automatically use any regular PTO, Personal or Sick (Part Time or Temp only) balance the associate has available to pay the rest of the request.

### Reminder

Regular PTO, Personal or Sick time is not protected time and does not excuse associates from attendance occurrences

If an associate requests time off for Vacation, Personal or Holiday, but does not have enough available PTO to cover their request that day:

- The GTA system will automatically use any Protected PTO or Personal balance the associate has available.

# Recap: How to see how much PPTO was used

Hourly Associates: Full time, Part time, and Temporary

## View how much available Protected PTO was used through GTA timesheet:

1. Look for PTO\_SICK\_RA or PTO\_FC\_RA on the date of the absence to determine whether Protected PTO was requested
2. The PSL amount is how much available Protected PTO was applied to the request on that day

**\*\*GTA will automatically approve attendance occurrences when enough Protected PTO is used!\*\***

Global Time & Attendance Walton, Sam

Timesheet My Reports Proxy and Delegates ?

You can only edit timesheets for days that occur after the 'Lock Down Date' of the pay group.

Timesheet   02/16/2019 - 03/01/2019

Associate: McMillion, Doug

	Scheduled	Worked	Punches	Time Code Summary	Hour Type Summary	Calculation Group	WIN
02/16/2019 Sat	06:00	02:06	21:54 00:00	WRK 2:06, PTO_SICK_RA 8:00, AT_WORKED_NOT_SCHED 0:00, PTO_SICK_U 5:22, PSL 2:38	AT_UNPAID 0:00, REG 4:44	US_STORES_CO_NEXMPT	213147027
02/17/2019 Sun	02:00	08:00	00:00 02:21 03:21 06:54 21:54 00:00	WRK 8:00, MEAL 1:00	REG 8:00	US_STORES_CO_NEXMPT	213147027
02/18/2019 Mon	06:00	05:54	00:00 02:00 03:01 06:55	WRK 5:54, MEAL 1:01	REG 5:54	US_STORES_CO_NEXMPT	213147027
02/19/2019 Tue							
02/20/2019 Wed	02:00	02:05	21:55 00:00	WRK 2:05	REG 2:05	US_STORES_CO_NEXMPT	213147027
02/21/2019 Thu	08:00	08:05	00:00 02:17 03:12 06:54 21:54 00:00	WRK 8:05, MEAL 0:55	REG 8:05	US_STORES_CO_NEXMPT	213147027
02/22/2019 Fri	08:00	08:07	00:00 02:31 03:24 06:54 21:54 00:00	WRK 8:07, MEAL 0:53	REG 8:07	US_STORES_CO_NEXMPT	213147027

# Protected PTO and cash out

Hourly Associates: Full time, Part time, and Temporary

**Protected PTO** is not eligible for cash out. The entire Protected PTO balance carries over to start the new plan year. After the carryover limit is applied, **excess PTO** is cashed out.

*Full-time associate examples (carryover limit = 80 hours):*

End of PTO plan year



New PTO plan year



Cash Out



Protected PTO is **more** than PTO Carryover Limit

When the Protected PTO balance is 80 hours or more, all of the PTO bucket will cash out.



Protected PTO is **less** than PTO Carryover Limit

When the Protected PTO balance is less than 80 hours, a portion of the PTO balance will carry over to bring the total carried over up to 80. The remainder will cash out.

# Additional Resources

All Associates

## Updated PTO Policy

One Wire > Work > Policies/Policies by Title> Paid Time Off - Hourly Field Walmart, Sam's Club and Supply Chain

## PTO & Paid Sick Leave Management Resource

One Wire > Work > Policies/Policies by Title> Paid Time Off - Hourly Field Walmart, Sam's Club and Supply Chain > Paid Time Off – Hourly Associate Management Guidelines

## Paid Sick Leave Associate Resource

One Wire > Me > My Time > Paid Time Off (PTO) > PTO for Hourly Associates > Hourly PTO for Walmart stores, Supply Chain, and Sam's Club



# Questions?

All Associates

**If you need more information about PTO,  
reach out to the People Services – PTO  
Team**

[ptoadjst@wal-mart.com](mailto:ptoadjst@wal-mart.com)

800-421-1362

