

Paid Sick Leave

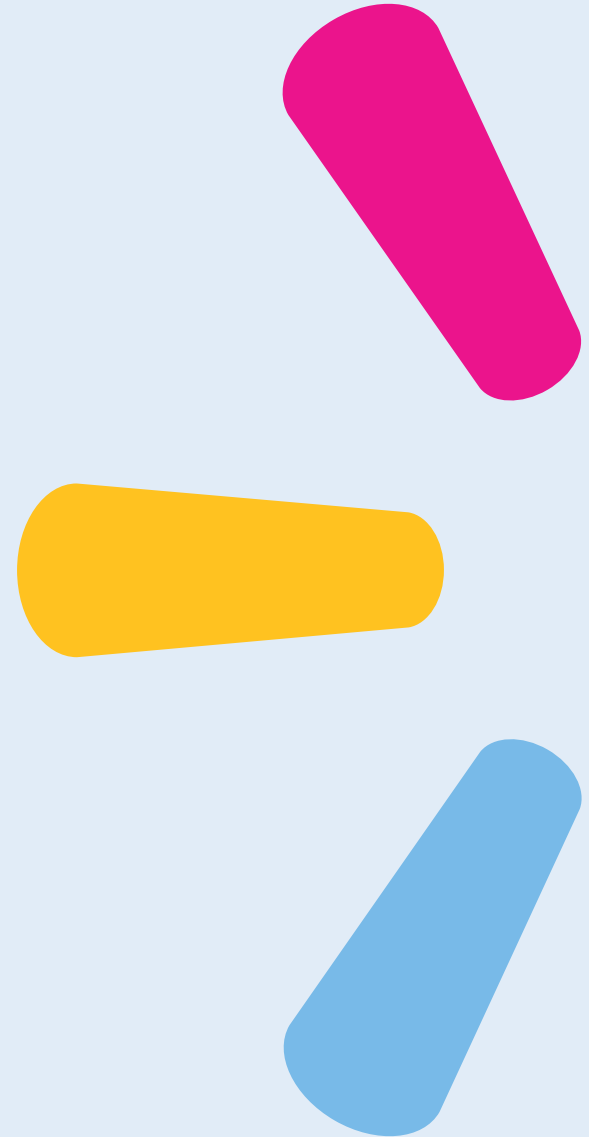
Illinois

Walmart, Sams & Supply Chain



Agenda

- **What is a kin care or paid sick leave law?**
- **What's changing with Protected PTO?**
- **Recap: How to use Protected PTO**
- **Recap: How does Protected PTO work with attendance?**
- **Additional Resources**



Kin Care and Paid Sick Leave

What is Kin Care Law?

- Illinois' Kin Care law allows associates to use up to half of their PTO with job protection to miss work to care for injured or ill family members

What is a Paid Sick Leave Law?

- In addition to the state Kin Care law, associates in Chicago and Cook County, IL receive paid sick leave that provides job protected time away from work for reasons including, but not limited to:
 - For the associates own illness
 - To care for their injured or ill family members
 - Reasons related to domestic or sexual violence for them or their family member

Please review your location's updated PTO policy for a full list of reasons that Kin Care and/or Paid Sick Leave can be used



What is Protected PTO?

Hourly Associates: Full time, Part time, and Temporary

Protected PTO has replaced both the Protected Sick and Kin Care balance indicators

- We developed the Standard with Kin Care Protected PTO program to comply with states that have both Kin Care and Paid Sick Leave
- The program allows Protected PTO to be earned at the **fastest rate** used for Kin Care or PSL:
 - 1 hour of Protected PTO for every 30 service hours (.03333) or
 - Half of the total PTO earned
- Protected PTO allows associates to utilize their time off for any reason with absence protection
- No manual tracking of Kin Care or Paid Sick leave is required with Protected PTO

Tenure	Status	Total PTO
1 year	Full Time	.057692

Half of .057692 is less than .03333
therefore

Protected PTO = .03333

PTO	Protected PTO	Total PTO
.024362	.033333	.057692

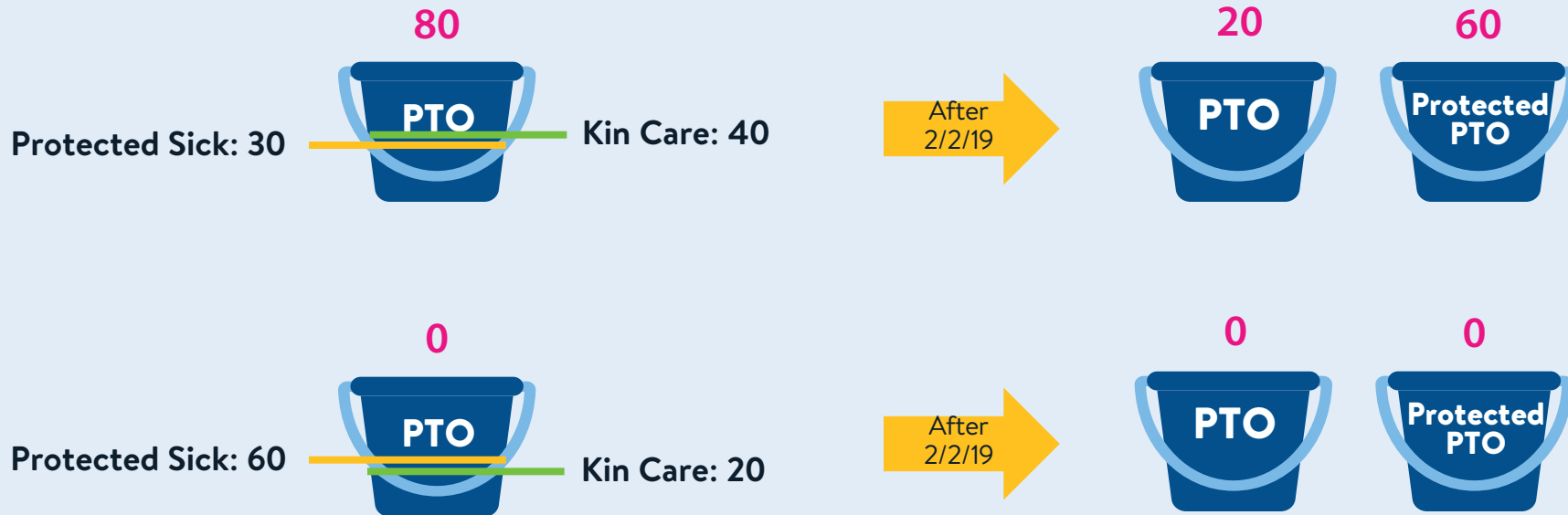
Total PTO minus Protected PTO = PTO
.057692 - .03333 = .024362

Transitioning to Protected PTO

Hourly Associates: Full time, Part time, and Temporary

In order to transition from your old PTO with Kin Care and/or Protected Sick indicator, up to 60 hours of available PTO was moved into the protected PTO bucket.

Reminder: Kin Care and/or Protected Sick was not a real balance of accrued time under the old program!



This is a one time transition!

In the future:

- Only Protected PTO will carry over as Protected PTO
- No additional regular PTO will convert to Protected PTO

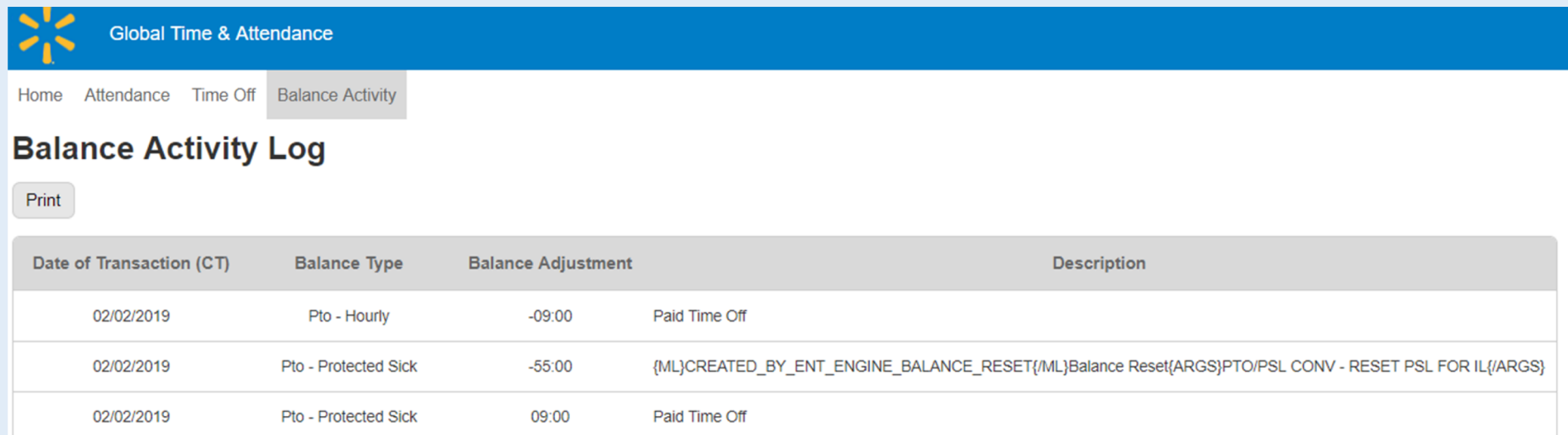
Protected PTO is now a real balance independent of PTO

Why was the Protected PTO display incorrect on Feb 2?

Hourly Associates: Full time, Part time, and Temporary

- Although balances were transitioned on Feb 2, 2019, GTA Portal's Time Off tab did not display the updated adjusted balances as available until Feb 16, 2019
- The Balance Activity tab displayed the balance adjustment to associates as of Feb 2, 2019

Associates could begin utilizing the updated and adjusted balances beginning Feb 2, 2019!



The screenshot shows the 'Global Time & Attendance' portal interface. The top navigation bar includes 'Home', 'Attendance', 'Time Off', and 'Balance Activity'. Below the navigation is the 'Balance Activity Log' section with a 'Print' button. The log contains three entries for the date 02/02/2019, detailing balance adjustments for PTO.

Date of Transaction (CT)	Balance Type	Balance Adjustment	Description
02/02/2019	Pto - Hourly	-09:00	Paid Time Off
02/02/2019	Pto - Protected Sick	-55:00	{ML}CREATED_BY_ENT_ENGINE_BALANCE_RESET{ML}Balance Reset{ARGS}PTO/PSL CONV - RESET PSL FOR IL{ARGS}
02/02/2019	Pto - Protected Sick	09:00	Paid Time Off

What did associates see on Feb 2?

Hourly Associates: Full time, Part time, and Temporary

On Feb 2, you should have seen the one time transition of up to 60 hours of PTO into Protected PTO. The adjustment wasn't visible until Feb 16 along with any earned time from the previous pay period.



Additional things to know

All Associates

Please remember to notify your associates!

- A notification poster provided by GovDocs will be required to be displayed in a location easily visible to associates for facilities in **Chicago and Cook County IL**
- 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]**
- New hires must also be provided with a individual notice on the first day of employment. The notice will be available to associates through GLMS
- If your associates do not have access to GLMS, a copy of the notice can be found using the One Wire path:
 - Work > Operations: Compliance > Employment: Employment Standards > Standards: State Specific Employment Standards > Illinois / **[Your Location]** Paid Sick Leave Poster Notice
- The above notice must also be given to your current associates on a yearly basis. For associates with access to GLMS, GLMS will reproduce the notice on a yearly basis



Recap: 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

*Drivers will utilize regular PTO for PSL reasons by requesting PTO for the reasons above.

Recap: 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 absence is listed as PTO- Sick/Other or PTO- Family Care
3. The associate uses enough Protected PTO to avoid an unauthorized absence under your segment's attendance policy*

To excuse a **Full Occurrence**: Enough protected PTO is used to reduce the total unprotected time down to 50% or less of the scheduled shift (minus the usual lunch period)

For a **Half Occurrence**: Enough protected PTO is used to reduce the total unprotected time down to 9 minutes (0 minutes for a Supply Chain associate where the half occurrence is caused by a Late In)

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



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

Examples of Protected PTO used to cover an occurrence – Missing a full shift

Hourly Associates: Full time, Part time, and Temporary in Walmart and Sams facilities

	Attendance Exception	Missed Shift After Protected PTO	Excuse or Unexcused?
<p>Scheduled Shift minus Lunch</p> <p>8 Hours</p> <p>Missed Shift</p> <p>8 Hours</p> <p>Protected PTO Used</p> <p>8 Hours</p>	<p>Full Occurrence</p>	<p>8 hours missed – 8 hours PPTO Used = 0 hours missed</p>	<p>Excuse Occurrence</p>
<p>Scheduled Shift minus Lunch</p> <p>8 Hours</p> <p>Missed Shift</p> <p>8 Hours</p> <p>Protected PTO Used</p> <p>3 Hours</p>	<p>Full Occurrence</p>	<p>8 hours missed – 3 hours PPTO Used = 5 hours missed</p>	<p>Occurrence Not Excused</p>

Examples of Protected PTO used to cover an occurrence – Missing part of a shift

Hourly Associates: Full time, Part time, and Temporary in Walmart and Sams facilities

	Attendance Exception	Missed Shift After Protected PTO	Excuse or Unexcused?
<p>Scheduled Shift minus Lunch</p> <p>8 Hours</p> <p>Missed Shift</p> <p>5 Hours</p> <p>Protected PTO Used</p> <p>1 Hours</p>	<p>Full Occurrence</p>	<p>5 hours missed - 1 hour PPTO Used = 4 hours missed</p>	<p>Reduce to Half Occurrence (Updated May 14, 2019)</p>
<p>Scheduled Shift minus Lunch</p> <p>8 Hours</p> <p>Missed Shift</p> <p>7 Hours</p> <p>Protected PTO Used</p> <p>1 Hours</p>	<p>Full Occurrence</p>	<p>7 hours missed - 1 hour PPTO Used = 6 hours missed</p>	<p>Occurrence Not Excused</p>

Examples of Protected PTO used to cover an occurrence – Half occurrences

Hourly Associates: Full time, Part time, and Temporary in Walmart and Sams facilities

	Attendance Occurrence	Missed Shift After Protected PTO	Excuse or Unexcused?
<p>Scheduled Shift minus Lunch</p> <p>8 Hours</p> <p>Missed Shift</p> <p>2 Hours</p> <p>Protected PTO Used</p> <p>1 Hour and 51 Minutes</p>	<p>Half Occurrence</p>	<p>2 hours missed – 1:51 hours PPTO Used = 9 minutes missed</p>	<p>Excuse Occurrence</p>
<p>Scheduled Shift minus Lunch</p> <p>8 Hours</p> <p>Missed Shift</p> <p>30 Minutes</p> <p>Protected PTO Used</p> <p>15 Minutes</p>	<p>Half Occurrence</p>	<p>0:30 hours missed – 0:15 hours PPTO Used = 15 minutes missed</p>	<p>Occurrence Not Excused</p>

Automatically using different types of time off

Hourly Associates: Full time, Part time, and Temporary

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

If an associate requests time off for Sick or Family Care, the system deducts from the Protected PTO bucket first

- If there is not enough Protected PTO to cover the time off request, **at the end of the pay period** GTA will apply any additional Protected PTO the associate has earned
- If that still isn't enough to cover the requested time, the system will apply any regular PTO and then any Personal or Sick (PT or Temp only) time the associate may have to pay the rest of the request

If an associate requests time off for Vacation, Personal or Holiday, the system deducts from the PTO bucket first

- If there is not enough PTO to cover the time off request, **at the end of the pay period** the system will apply any additional PTO the associate has earned.
- If that still isn't enough to cover the requested time, the system will apply any Protected PTO and then any Personal time the associate may have to pay the rest of the request

		Order of Usage	
Full Time	Sick Family Care	Protected PTO	Last Friday of the pay period
		Accrued Protected PTO	
		PTO	
		Accrued PTO	
		Personal	
Part Time Temp ONLY	Sick		

		Order of Usage	
Full Time/ Part Time	Vacation Personal Holiday	PTO	Last Friday of the pay period
		Accrued PTO	
		Protected PTO	
		Accrued Protected PTO	
		Personal	

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
3. If the associate did not have enough Protected PTO on the day of the request to cover their occurrence, additional Protected PTO earned in the pay period should be utilized to calculate if the occurrence should be authorized (see next slide)

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 [Electronic Time Adjustment](#) [Back to Selection Screen](#)

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						US_STORES_CO_NEXMPT	213147027
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

[Show Adjustments](#)

Don't forget! Look for PSL on Friday of pay period end

Hourly Associates: Full time, Part time, and Temporary

Any additional Protected PTO earned during the pay period is used on the Friday pay period end. Don't forget to include Protected PTO earned during the pay period when working attendance occurrences

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
02/23/2019 Sat	08:00	08:04	00:00 02:04 03:00 06:54 21:54 00:00	WRK 8:04, MEAL 0:56	REG 8:04	US_STORES_CO_NEXMPT	213147027
02/24/2019 Sun	08:00	08:00	00:00 02:15 03:16 06:55 21:54 00:00	WRK 8:00, MEAL 1:01, AT_LATE_OUT 0:00	AT_UNPAID 0:00, REG 8:00	US_STORES_CO_NEXMPT	213147027
02/25/2019 Mon	06:00	06:07	00:00 02:22 03:19 07:04	WRK 6:07, MEAL 0:57	REG 6:07	US_STORES_CO_NEXMPT	213147027
02/26/2019 Tue						US_STORES_CO_NEXMPT	213147027
02/27/2019 Wed	02:00	02:05	21:55 00:00	WRK 2:05	REG 2:05	US_STORES_CO_NEXMPT	213147027
02/28/2019 Thu	08:00	08:04	00:00 02:12 03:11 06:57 21:54 00:00	WRK 8:04, MEAL 0:59	REG 8:04	US_STORES_CO_NEXMPT	213147027
03/01/2019 Fri	06:00	05:58	00:00 02:28 03:24 06:54	WRK 5:58, PTO 2:52, MEAL 0:56 PSL 2:30	REG 11:20	US_STORES_CO_NEXMPT	213147027

Last Friday of the pay period →

↑
3

Working Attendance Daily

Personal Coordinators, Managers

You should always work attendance daily when possible!

- If an associate does not have enough Protected PTO on the day of the occurrence, place the occurrence in a pending status
- Work all attendance occurrences in pending status after the pay period ends by checking timesheet on the Friday PPE to see if the associate earned additional Protected PTO in the pay period

Let's revisit our example, Sam Walton:

Sam **Missed**: his full shift of 8 hours and **Requested**: 8 hours of Protected PTO for Sick/Other reasons

	Date	Protected PTO Used
Last Friday of the pay period →	2/16/2019	2:38
	3/01/2019	2:30
	Total	5:08

At the end of the pay period, Sam can apply **5:08 hours of Protected PTO** to his **missed shift of 8 hours**. This turns Sam's full occurrence into a half occurrence. Sam's **full occurrence should be excused!**

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):

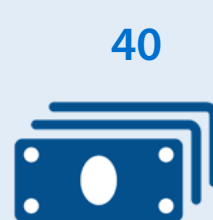
End of PTO plan year



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

800-421-1362

