

# Paid Sick Leave

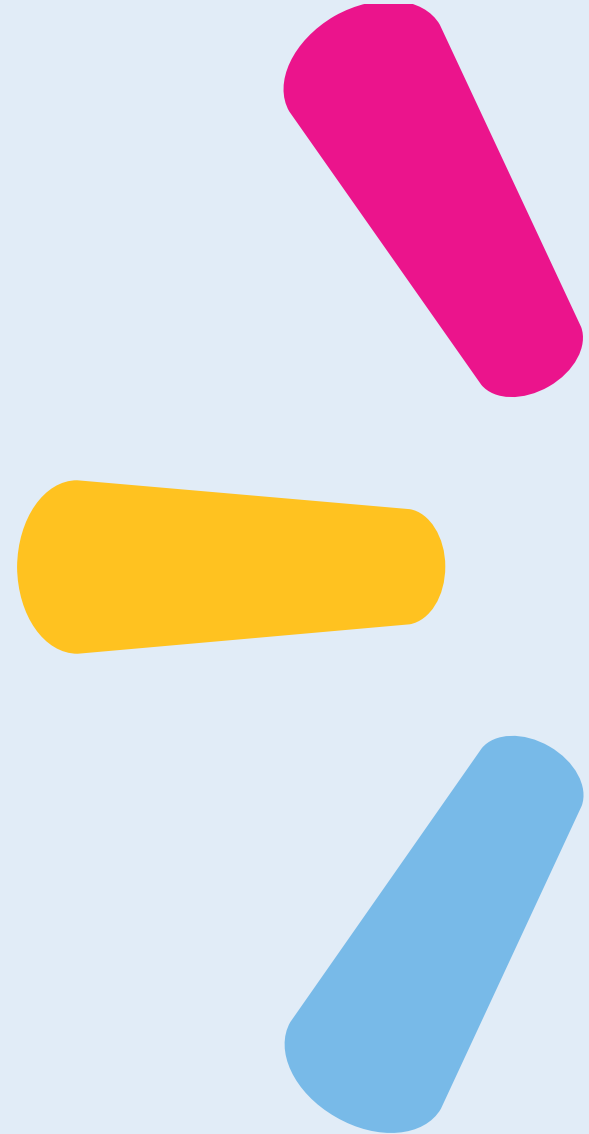
Dallas

Walmart, Sams & Supply Chain



# Agenda

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



# Paid Sick Leave

All Associates

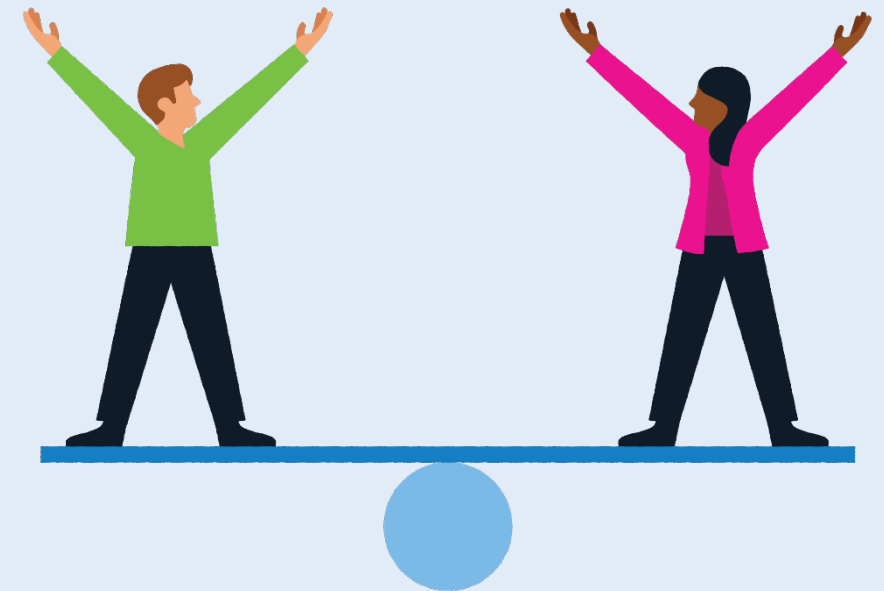
## What is a Paid Sick Leave (PSL) Law?

- 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

## Is Paid Sick Leave different from Protected PTO ?

- As an organization, we provide Protected PTO which satisfies your new Paid Sick Leave Law
- Protected PTO allows associates to utilize their time off for any reason with absence protection

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



# What's Changing with PSL?

Hourly Associates: Full time, Part time, and Temporary

## Associates will see changes to how much time they've earned year to date (YTD)

In order to comply with the new PSL law, associates will see a **one-time** adjustment to their PTO and Protected PTO earned YTD values in GTA

The amount of "Protected PTO Earned Year to Date" displayed in GTA will be decreased to 0 so they can continue earning Protected PTO as required by Dallas' PSL law. Any amount deducted from the "Protected PTO Earned Year to Date" will be added to the "PTO Earned Year to Date"



## Some associates will earn Protected PTO faster & there will be no more annual earning caps

PTO and Protected PTO will be earned based on the Continuous PSL PTO accrual rate chart. This means that part time associates with less than 3 years tenure and temporary associates will accrue Protected PTO at the same rate as all other associates (1 hour of PPTO for 30 hours worked). In addition, all associates will earn PTO and Protected PTO without an annual cap.

# What about salaried associates and drivers?

Salaried Associates, MIT's, OTR Drivers

## Salaried Associates:

- The PTO program for salaried associates already provides the full grant of PTO at the beginning of the plan year which meets the law's requirement
- Going forward, salaried associates in Dallas can carry over 8 days of their unused PTO without impacting their next years grant

## OTR Drivers:

- PTO will continue to be earned into just one bucket – PTO. The Driver PTO program already meets Dallas PSL law requirements

**Salaried associates, MITs,  
and Drivers may use their  
PTO for Dallas' PSL  
reasons beginning  
August 1, 2019**



## Using PTO for PSL reasons

Any absence where a Salaried associate or OTR Driver uses their available PTO 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

# 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 > \[Your Location\]](#)



# 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: 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 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 completely excuse a **Full Occurrence**: Enough protected PTO is used to reduce the total unprotected time down to 9 minutes or less of the scheduled shift (minus the usual lunch period).

- If an associate utilized enough protected PTO to reduce their total unprotected time down to 50% or less of their scheduled shift but more than 9 minutes, the associate should receive a **Half Occurrence**

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)

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

# Examples of Protected PTO used to cover an occurrence

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                      =  <b>0 hours missed</b></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                      =  <b>5 hours missed</b></p>	<p>Occurrence Not Excused</p>

# Examples of Protected PTO used to cover an occurrence II

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                      =  <b>4 hours missed</b></p>	<p>Convert Full Occurrence to a Half Occurrence</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                      =  <b>6 hours missed</b></p>	<p>Occurrence Not Excused</p>

# Examples of Protected PTO used to cover an occurrence III

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

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

# 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

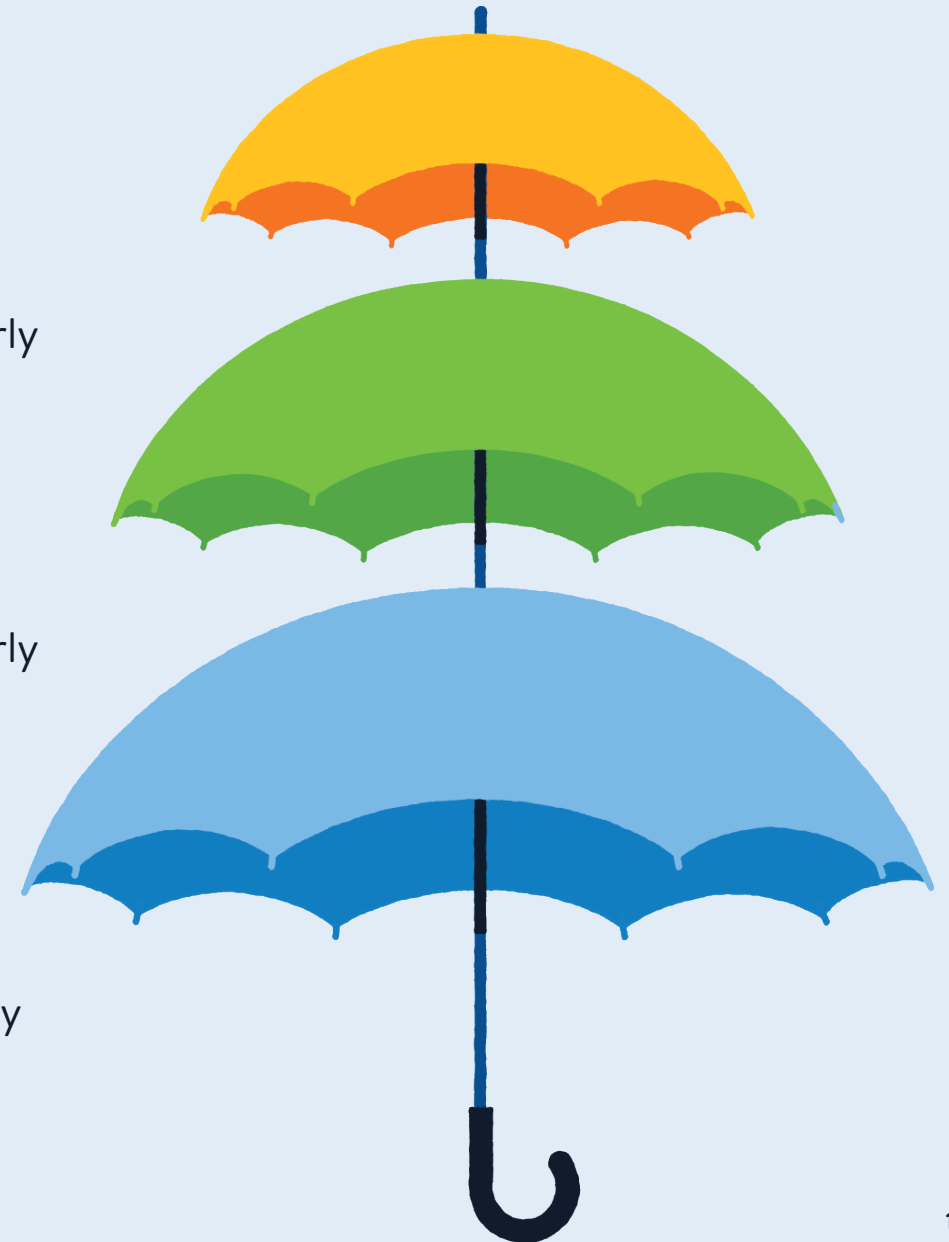
One.Walmart.com > Work > Policies/Policies by Title> Paid Time Off - Hourly Field Walmart, Sam's Club and Supply Chain

## PTO & Paid Sick Leave Management Resource

One.Walmart.com > 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.Walmart.com > 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

