

eCommerce Leadership FAQs:

Overview of Walmart's eCommerce Time Away from Work programs

What is included with Walmart's Time Away from Work programs?

Walmart's time off programs include:

- Paid Time Off (PTO): Hourly PTO (for hourly eCommerce associates) and FlexPTO (for salary, metro professionals and Bonobos customer experience/Ninja associates)
- Hourly Holiday Pay
- Disability: short-term and long-term disability coverage
- Parental and Family Care Pay (Salaried) or Parental Pay (Hourly): paid time away to care for an immediate family member or welcoming a new addition to the family.

When will Walmart's Time Away from Work programs for eCommerce associates begin?

The new disability programs will begin Jan. 1, 2018. The new PTO and holiday programs will begin Feb. 1, 2018 (PTO begins Feb. 3, 2018 for hourly eCommerce associates). Associates will follow their individual company's paid time off and holiday pay programs until Walmart's Time Away from Work programs begin. The first paid holiday under Walmart's paid holiday program is Presidents' Day on Feb. 19, 2018.

Which type of associates are eligible for Walmart's PTO?

Hourly PTO is available to:

- Full-time hourly associates
- Part-time hourly associates
- Temporary associates in designated paid sick leave jurisdictions

FlexPTO is available to:

- Salaried associates
- Metro professionals (paid hourly with salaried benefits)
- Bonobos hourly associates working in the Bonobos HQ including the Ninja customer experience associates

How does FlexPTO work for salaried associates?

Associates are free to take as much time off as they choose, as long as:

- Time-off requests are approved by their manager
- Time away doesn't impact getting their job done (e.g., associates continue to have satisfactory work performance or requested time off doesn't affect their team)

How does PTO work for hourly associates?

Hourly associates will earn PTO based on several factors:

- Associate type: full-time or part-time (no minimum working-hour requirement)
- Tenure: years of service based on most recent hire date.
 - The PTO hourly associate accrual rate is based on the year of service celebrated during the plan year. For example, if an associate celebrates another year of service resulting in a higher accrual rate during the PTO plan year, then the associate will receive the higher accrual rate at the beginning of the PTO plan year.
- Service hours:*
 - Actual hours worked including overtime
 - Regular pay by way of other pay policies (e.g., holiday pay, parental leave pay, bereavement pay, jury duty pay)
 - Associates will even earn PTO while on PTO
 - Note: Disability pay does not qualify as a service hour.

*Associates working in certain cities or states may earn PTO at different rates or have different options for using time off due to local regulations.



Are there variations to Walmart's time off programs due to state, city and local time off regulations?

Yes. Associates working in certain cities or states may earn PTO at different rates, or have different options for using time off due to local regulations.

What is the rate at which eCommerce hourly associates will earn PTO?

Here is the PTO earning schedule for full-time hourly eCommerce associates:*

Tenure	Rate you earn PTO	Max PTO hours/year
0-1	17.3 hours = 1 PTO hour earned	120
2	15.3 hours = 1 PTO hour earned	136
3-5	11.8 hours = 1 PTO hour earned	176
6-9	10 hours = 1 PTO hour earned	208
10-14	9.3 hours = 1 PTO hour earned	224
15-19	7.9 hours = 1 PTO hour earned	264
20+	6.8 hours = 1 PTO hour earned	304

Here is the PTO earning schedule for part-time hourly eCommerce associates:*

Tenure	Rate you earn PTO	Max PTO hours/year
0-1	43.33 hours = 1 PTO hour earned	48
2	20 hours = 1 PTO hour earned	104
3-5	20 hours = 1 PTO hour earned	104
6-9	20 hours = 1 PTO hour earned	104
10-14	20 hours = 1 PTO hour earned	104
15-19	20 hours = 1 PTO hour earned	104
20+	14.44 hours = 1 PTO hour earned	144

*Years of service based on associate's most recent hire date. Associates working in certain cities or states may earn PTO at different rates or have different options for using time off due to local regulations.

When should associates use PTO?

Hourly associates can use PTO for:

- Vacations
- A holiday not covered by the holiday pay policy
- Personal time
- Incidental sick days
- Absences for scheduled work days during the seven-day waiting period for a short-term disability claim
- Due to an unexpected personal emergency
- To get paid while on an approved unpaid leave of absence

Salaried associates should use FlexPTO for:

- Vacations
- Holidays
- Personal time
- Incidental sick days
- Absences for scheduled work days during the seven-day waiting period for a short-term disability claim
- Due to an unexpected personal emergency
- While on an unpaid leave or suspension as allowed by the FlexPTO Policy

When should PTO not be used?

PTO does not need to be used for these reasons:

- Jury duty, voting or civic duty
- Bereavement (for three days, or less)
- For intermittent absence for medical needs when related to short-term disability claim (salaried only)

What happens if hourly eCommerce associates don't use all of their PTO before the end of the plan year?

Starting in Feb. 2019, full-time hourly associates can carry over up to 80 hours of unused PTO from year to year (part-time associates can carry over up to 48 hours). Rules in some states and cities may affect how much PTO an associate can carry over. Any unused PTO above the carryover maximum will be paid out automatically in their paycheck each Feb. starting in Feb. 2019.

Will hourly eCommerce associates need to use PTO for observed holidays?

Hourly eCommerce associates will receive seven paid holidays as a separate holiday pay policy. PTO will not need to be taken for these holidays. Holiday Pay is equal to eight hours at the associate's regular hourly rate of pay. If an associate works on a holiday, they will receive holiday pay, plus pay for the hours actually worked.

Holiday pay is for:

- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

What time off programs are available for eCommerce associates in addition to PTO?

The following programs are available for associates who need to take time away from work:

- Holiday pay (hourly)
- Short-term disability plan that includes a special maternity provision
- Long-term disability (when enrolled)
- Leave of Absence to include Parental Leave and Family Care Leave (which may be eligible for paid benefits per the Parental & Family Care Pay Policy or the Parental Pay Policy).

Where should I send associates with questions about planning for maternity leave?

Please have associates work directly with their People Partner on specific leave situations. Or, have them reach out to Sedgwick, Walmart's leave administrator.

What does FlexPTO mean?

There is no minimum, maximum, or designated number of days to use in a PTO plan year as long as the time off request is approved by the associate's manager. There are some limits on use during unpaid leaves of absence and when the associate has used all of their parental or family care pay benefit.

What happens to my accrued PTO when I move to the FlexPTO plan?

For associates moving to FlexPTO, all of their earned and unused PTO as of Jan. 31, 2018, will be paid out to them in Feb. 2018. This does not apply to Bonobos sick time.

What's the difference between Walmart's traditional PTO and FlexPTO plans for salaried associates?

Salaried associates on Walmart's traditional PTO plan receive a grant of PTO at the start of each year, which means they have a limited number of PTO days they can use. eCommerce associates who receive FlexPTO have no limit to the number of days they can use each year, as long as their manager approves their FlexPTO request.