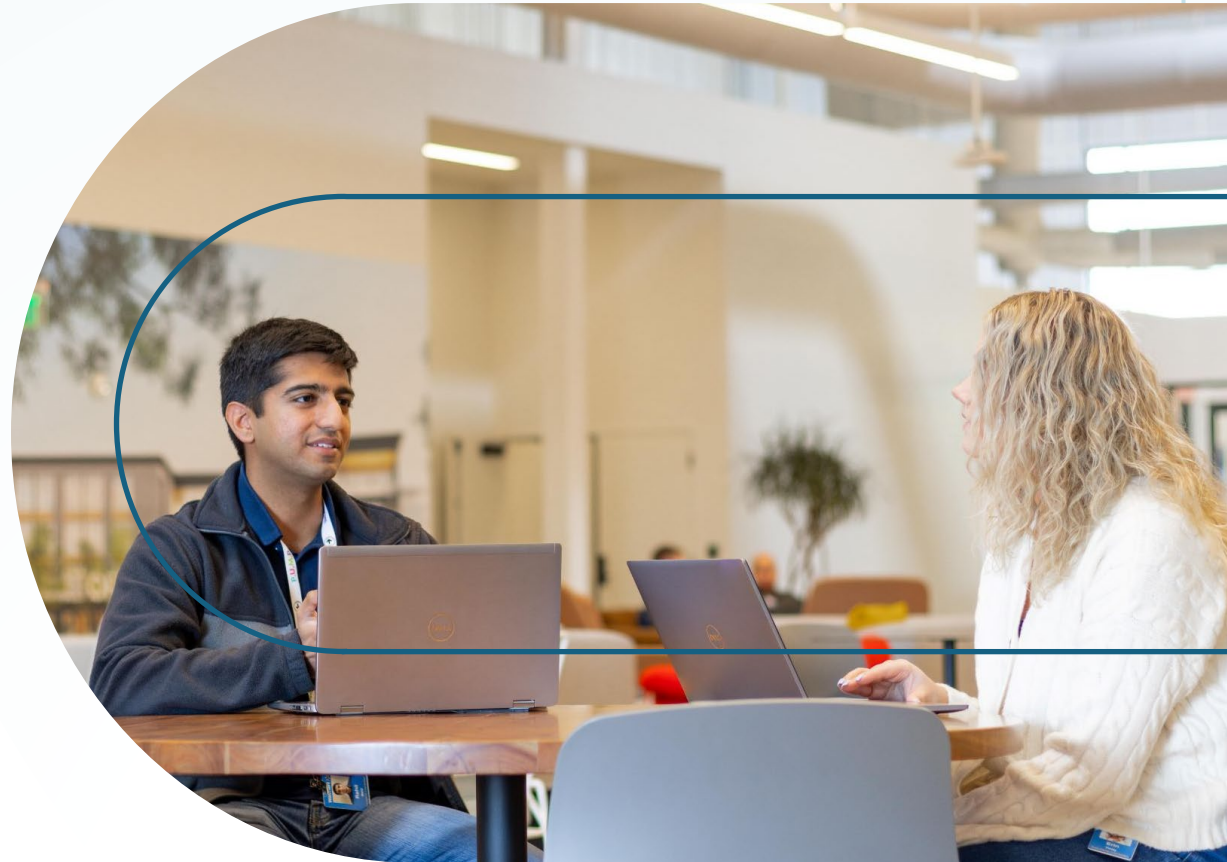




Leave Law Information for Oregon Associates

Leadership Guide

June 2024





Agenda

- Leave Law Information
 - Paid Leave Oregon (PLO)
 - Oregon Family Leave Act (OFLA)
- Claims Process
- PTO Top-off Process
- Appendix

Leave Law Information for Oregon
Associates

Paid Leave Oregon (PLO) & Oregon Family Leave Act (OFLA)

Paid Leave Oregon (PLO) & Oregon Family Leave Act (OFLA)

- Starting July 1, 2024, amendments to Paid Leave Oregon (PLO) and the Oregon Family Leave Act (OFLA) leave laws will go into effect for all associates working in Oregon.
- These leave laws provide pay and/or job-protected leave for certain reasons away from work.
- OFLA no longer runs concurrently with PLO.
- We will honor previously approved leaves that have been approved past July 1, 2024, that no longer qualify under OFLA.
- From July 1, 2024, through January 1, 2025, OFLA will also provide up to two additional weeks of leave to facilitate the legal processes required for placement of a foster child or adoption.
- The calculation method for OFLA changed from rolling backward to using the measured forward method to match the calculation method for PLO.

Qualifying Leave Reasons – PLO & OFLA

Paid Leave Oregon (PLO)

The qualifying leave reasons for Paid Leave Oregon are:

- Birth, adoption, or foster placement
- A family member's serious health condition
- The associate's serious health condition
- Safe leave
- Up to two weeks of additional leave for pregnancy

Oregon Family Leave Act (OFLA)

The qualifying leave reasons for Oregon Family Leave Act (OFLA) are:

- Leave for non-serious and serious health conditions of a child
- School and childcare closures for public health emergencies
- Bereavement
- Pregnancy disability or prenatal care

Change Comparison -Paid Leave Oregon (PLO) & Oregon Family Leave Act (OFLA)

Leave Category	OFLA Prior to July 1, 2024	OFLA CHANGES Effective July 1, 2024	PLO Prior to July 1, 2024	PLO CHANGES Effective July 1, 2024
Family member's serious health condition	12 weeks	Not Covered	12 weeks	12 weeks
Birth, Adoption, or Foster Placement	12 weeks	Not Covered	12 weeks	12 weeks
Associate's Own Health Condition	12 weeks	Not Covered	12 weeks	12 weeks
Leave for Victim of Certain Crimes	160 hours	Not Covered	12 weeks	12 Weeks
Pregnancy Disability	12 weeks	12 Weeks	14 weeks	2 Weeks (not concurrent with 12 weeks of OFLA)
Sick Child/Public Health	12 weeks	12 weeks	N/A	N/A
Bereavement	12 weeks	4 weeks	N/A	N/A

Paid Leave Oregon (PLO) PTO Changes Effective July 1, 2024

- **Combining PTO with PLO benefits:** All associates based in Oregon will have the option to request PTO and/or Protected PTO to top off their Paid Leave Oregon (PLO) benefit. This is designed to provide a pathway for associates to achieve 100% wage replacement during their leave period.
- **Mandatory PTO Tracking for Salaried Associates:** It will be mandatory for all salaried associates based in Oregon to monitor and record their Paid Time Off (PTO). Please note, this requirement is not applicable to associates on FlexTO. Please refer to the [GTA Portal Tracking Resources](#) for further information on setting up PTO details and viewing salaried associates' PTO.
- **FlexTO Usage Guidelines for Salaried Associates:** FlexTO associates are permitted to apply a maximum of 14 days of FlexTO for each leave event for top-off. This time can be requested in half-day or full-day increments.

Leave Law Information for Oregon
Associates

Claim Process

Contacting Oregon Employment Department (OED) and Filing Claims

Online Portal Information

- To initiate a claim for PLO benefits is through Frances Online portal, although claims may be submitted via telephone or mail.
- Associates must create an account with Frances Online or obtain a paper application on the state website.
- Claims should be submitted within **30 days** (before or after) of start of planned leaves or within 24 hours for emergency leaves.
- Associate must file claim with both the State of Oregon & Sedgwick to complete claim process.

Preparing to Apply for Benefits in Frances Online

Contact information

ONLINE

https://frances.oregon.gov/Claimant/_/

Paper
Application

PHONE

833-854-0166

MAIL

Attn: Paid Leave Oregon
Oregon Employment Department
875 Union St NE
Salem, OR 97311

[What you Need to Apply for Benefits Checklist](#)

Contact Sedgwick

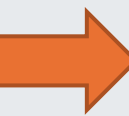

- Associate provides first day absence and reason for leave to Sedgwick. Sedgwick provides initial packet for leave with information on how to apply with the state. Completed documents can be returned to Sedgwick via:
 - Upload to mySedgwick.com
 - Email to WalmartForms@Sedgwicksir.com
 - Fax to [859-264-4372](tel:859-264-4372) or [859-280-3270](tel:859-280-3270)
- Once supporting documentation is received, Sedgwick will pay the associate their Walmart benefits reduced by the estimated state benefit. The amount paid to the associate by the state and Walmart will not exceed 100% of Walmart benefit.
- All associates will be required to provide a copy of their state determination letter to Sedgwick who will review their claim to ensure that pay and job protection are accurate.
- Sedgwick will continue to send communications (FMLA, STD, any other Walmart leaves).
- Sedgwick will assist with the associate's return to work, including requests for accommodation.

Leave Law Information for Oregon
Associates

Cross Over Leave Examples

Same Associate takes LOA for a Sick Child after July 1, 2024

Example Details	Associate takes leave of absence for a sick child after July 1, 2024. This leave is reflective of the changes to OFLA effective after July 1, 2024. The leave entitlement resets, and the associate qualifies for 12 weeks of leave, even though FMLA and PLO are exhausted.
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Benefit Type	Duration	
FMLA (12 weeks)	FMLA has exhausted	
OFLA (12 weeks)	OFLA – 9/1/2024 through 01/23/2025 	Leave entitlement as of July 1, 2024, resets, so any new leave after that date would get 12 weeks for any qualifying reasons
Walmart Family Care	WM FC - 9/1/2024 through 9/15/2024 	
PLO (Paid Leave Oregon)	PLO has exhausted	

Key Takeaways- OFLA & PLO Leave Claims

- Associates must file a claim with the state of Oregon & Sedgwick to complete the claim process.
- Claims should be submitted within **30 days** (before or after) of start of planned leaves or **within 24 hours** for emergency leaves.
- Walmart will honor any pre-existing leaves under OFLA or PLO, based on rules prior to July 1, 2024, if the leave was established before July 1, 2024.
- For questions, People Services may be reached at 800-421-1362.

Leave Law Information for Oregon
Associates

Top-Off Process

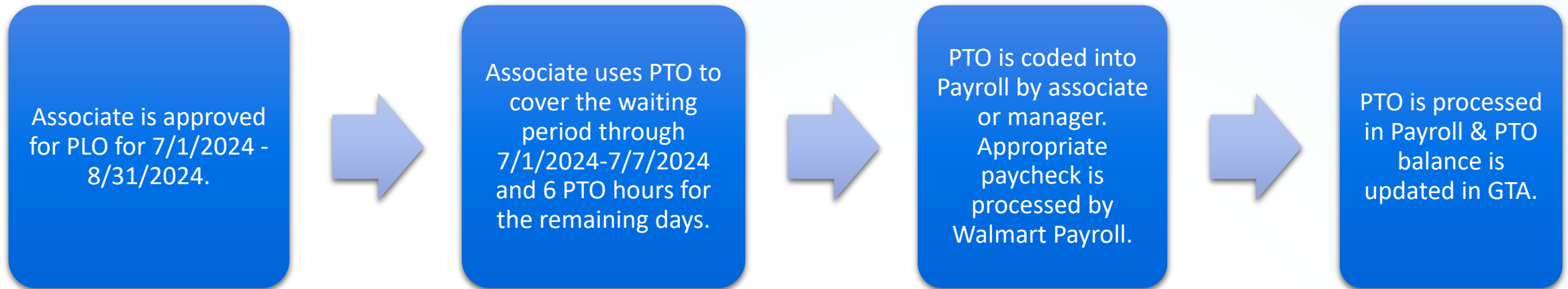
Process for Requesting PTO Top-off with PLO

- **Hourly and OTR Drivers** should continue to use GTA to submit requests for both regular Paid Time Off (PTO) and/or Protected PTO.
- **Salaried Associates** should request PTO top-off through their respective People Partner, Lead, or Manager as outlined below:
 1. **Initiate the PTO Request:** The associate should provide their state benefit amount and the dates approved by the state for which they are requesting PTO.
 2. **Complete the PTO Adjustment Form:** The People Partner, Lead, or Manager should fill out and submit the [PTO Adjustment Form](#) on behalf of the associate, providing the state benefit amount and the dates approved by the state in the comment section.
 3. **Processing by People Services:** Upon receiving the PTO Adjustment Form, People Services will calculate the associate's daily rate of pay and the amount of PTO required to ensure the associate receives 100% of their wages. This will be deducted from the associate's balance in the GTA Portal in either half-day or full-day increments.
 4. **Finalizing the Request:** Once processed by People Services and submitted to payroll, the associate will receive a payment with the appropriate amount of PTO to bring their Paid Leave Oregon (PLO) benefit to 100% wage replacement.

Important Note: Due to the rounding up of half-day and full-day incremental PTO usage, the associate may receive wage replacement that exceeds 100%.

Hourly/Driver Associate PTO Top Off Example – Example #1

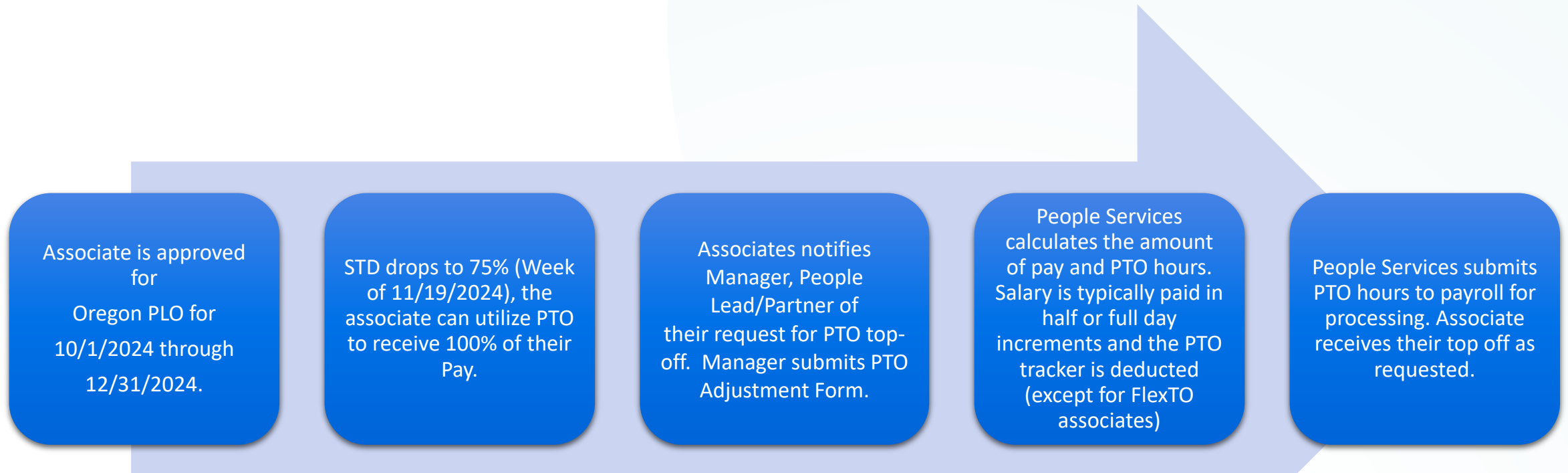
Hourly/Driver Associate Example	<p>Associate is approved for Paid Leave Oregon (PLO) for a Medical LOA for 7/1/2024 through 8/31/2024. Associate is receiving less than 100% of the benefit from PLO; the associate requests top-off of the PLO benefit with PTO for the duration of their leave.</p>
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Important Note: Associates can utilize up to 12 hours of PTO in 15-minute increments to complete a PTO Top Off. It is subtracted directly from the associate's PTO.

Salaried Associate PTO Top Off Example– Example #2

Salaried Associate Example	<p>Associate is approved for PLO for Medical LOA from 10/1/24 through 12/31/24. Associate is receiving less than 100% benefit from PLO and Walmart.</p> <p>Associate to request top-off of PTO from People Partner, Lead or Manager</p>
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Important Note: All associates utilizing FlexTO are permitted to apply a maximum of 14 days of FlexTO for each leave event.

Key Takeaways – PTO Top-off with Paid Leave Oregon (PLO)

- Oregon associates will have the option to request PTO and/or Protected PTO to be used with their Paid Leave Oregon (PLO) benefit to receive 100% wage replacement during their leave.
- Mandatory tracking in GTA Portal for all salaried associates to monitor and record their Paid Time Off (PTO). This requirement is not applicable to associates on FlexTO.
- To utilize PTO top-off:
 - Hourly associates and OTR Drivers should continue to enter their requested PTO amounts in GTA as per their current practice.
 - Salaried associates, including FlexTO associates, should initiate the request through their People Partner, Lead, or Manager. The PTO Adjustment Form must be submitted with the state benefit amount and approved leave dates, which will be processed by People Services. For questions, contact ptoadjst@walmart.com.
- All FlexTO associates may use a maximum of 14 days of FlexTO for each leave event. This time can be requested in half-day or full-day increments.

Leave Law Information for Oregon
Associates

Appendix

Paid Leave Oregon (PLO) & Leave of Absence Resources

- **Paid Leave Oregon detailed information**
 - [Paid Leave Oregon](#)
 - [FAQ's](#)
 - [PLO Employee Toolkit](#) - for more information about PLO
 - [Benefits Estimate Calculator](#)
- **Associates** may review available leaves at One.Walmart.com/LOA
 - [LOA overview](#) – shows each of our available time off options
 - [Requesting a leave](#) – responsibilities of the associate to request and be approved
 - [While you're away](#) – keeping current and knowing what to do when on a leave
 - [Returning from leave](#) – resources to prepare to come back from a leave and alternative options to return with accommodations, reduced work schedule, etc.
- **Leaders** may review our [LOA Leadership Guide](#)
 - [LOA overview](#) – roll up view of our available time off options (all associate classifications)
 - [Supporting LOAs](#) – overview of the above 'requesting a leave, while you're away and returning from leave' pages
 - [Managing LOAs](#) – detailed FAQ's and step processes on how to manage the various steps of the leave process
 - [Resources](#) – Various links and tools to support the administration of leaves

Oregon Family Leave Act Resources (OFLA) & Leave of Absence Resources

- **Oregon Family Leave Act detailed information**
 - [Oregon Family Leave Act](#)
 - [FAQ's](#)
 - [Disability Accommodation Toolkit](#)
- **Associates** may review available leaves at One.Walmart.com/LOA
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Associates

Thank you!