

# Paid Sick Leave (PSL) for New York

Including PSL in New York City & Westchester County, NY



# Topics we will cover

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Paid Sick Leave (PSL) and what it means

What's changing with PSL

How to use PSL & Protected PTO

How PSL & Protected PTO works with  
Attendance

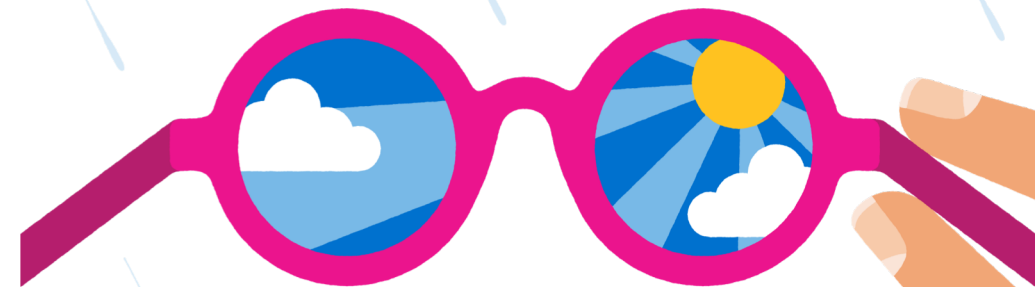
Additional Resources

# What is New York Paid Sick Leave (PSL)?

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- New York Paid Sick Leave (PSL) laws provide time away from work for reasons including but not limited to:
  - An associate's own illness, injury, or health condition
  - To care for a family member due to their health condition
  - To get help when the associate or a family member is a victim of domestic violence, a sexual offense, stalking, or trafficking
  - For a full list of reasons, refer to your location's PTO Policy
- PSL applies to both hourly and salaried associates
  - Hourly associates earn PSL time on service hours
  - PSL is included in salaried PTO grants and FlexPTO

**New York PSL is effective on  
September 30, 2020**



# What's changing with Paid Sick Leave?

- Walmart provides PSL in the form of Protected PTO for hourly associates.
- All New York hourly associates will earn Protected PTO starting September 30, 2020 beginning on their first day at work. Associates can use Protected PTO as soon as they have earned it.
- For stores, clubs, and supply chain associates and eCommerce associates working in New York City and Westchester County, NY, things won't look much different.
- If you're new to the idea of Protected PTO, it simply means that time off you earn is divided into two buckets – regular PTO and Protected PTO (a.k.a. PPTO).



- \* Earning rates on the **Continuous Protected PTO Plan** with no maximums
- \* Temporary associates only earn PPTO
- \* Some part-time associates will earn time off faster than before
- \* Both PTO and PPTO balances pay out when leaving the company with at least one year of service unless state law is different

# Requesting Protected PTO

Stores, Clubs, Supply Chain	Home Office, eCommerce
<p>Select <b>Protected PTO</b> in GTA Portal.</p> <p>If you don't have enough balance in the bucket you selected to cover all of your requested time off, the system will automatically use the balance in the other bucket to pay you for the rest of your time off request.</p>	<p>Select <b>Sick/Other</b> or <b>Family Care</b> as the reason for your absence in GTA Portal.</p> <p>The time you request debits from your Protected PTO bucket. If you do not have enough Protected PTO, the system will automatically use any balance in the regular PTO bucket to pay you for the remainder of your time off request.</p>



## Request in 15-minute increments

The system will pay down to the minute based on the balances available at the time of the request.

Example: Andrew has a PPTO balance of 8 hours 25 minutes. To be paid all 8:25, Andrew must request 8:30 minutes.

# How does PPTO excuse an absence?

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1. Request must be submitted within **7** days of the occurrence.
2. PPTO must be used. Regular PTO does not excuse an absence.
3. Enough PPTO is used to authorize the absence under your segment's attendance policy.

The associate has to use enough PPTO to reduce the total amount of unprotected time below the grace period to avoid an occurrence or attendance points.

# Using Protected PTO

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

Global Time & Attendance

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  Load 02/16/2019 - 03/01/2019 Electronic Adjustment Back to Selection Screen

Associate: McMillion, Doug

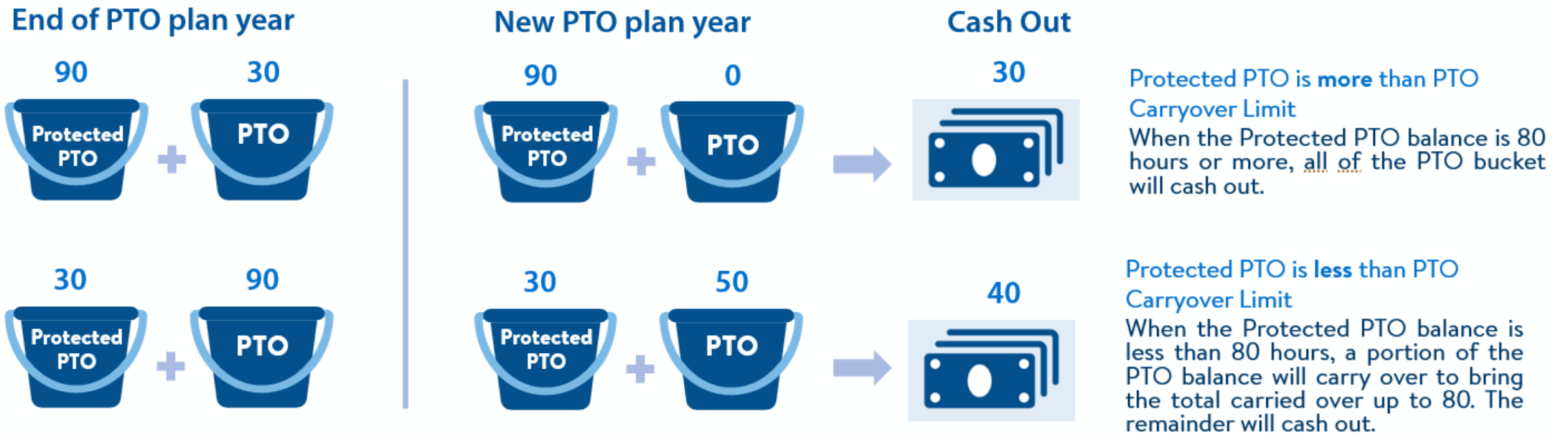
	Scheduled	Worked	Punches	Time Code Summary	Hour Type Summary	Calculation Group	WIN
02/16/2019 Sat	06:00	02:06	21:54 00:00	WRK 2:06 PTO_SICK_RA 8:00, AT_WORKED_NOT_SCHED 0:00, PTO_SICK_U 5:22 PSL 2:38	AT_UNPAID 0:00, REG 4:44	US_STORES_CO_NEXMPT	213147027
02/17/2019 Sun	02:00	08:00	00:00 02:21 03:21 06:54 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

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# PPTO and end of the year cash out

PPTO 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):*





# How does PSL work for salaried associates?

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PSL is included in salaried PTO plans: PTO Grant and/or FlexPTO




- Any absence where a Salaried associate uses PTO for Sick, Safe, Family Care or other PSL reasons should be “authorized” or excused.
- This means when PTO is used to cover an absence for PSL reasons, no negative action can be taken against the associate.

# Additional resources

## PTO Policy

 > Work > Policies > People Policies > PTO Policies

## Paid Sick Leave Hourly Associate Resource

 > Me > My Time > Paid Time Off (PTO) >



Protected PTO Associate Guide



# Do you have questions or need more info?

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Please contact People Services – PTO Team

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

800-421-1362

