

Colorado Paid Sick Leave (PSL)

Effective January 1, 2021



Colorado Paid Sick Leave (PSL)

Effective January 1, 2021, CO PSL provides time away from work for reasons including but not limited to:

- An associate's own illness, injury, health condition, or preventative care
- To care for a family member due to their health condition or preventative care
- 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

Paid Sick Leave for Hourly Associates

Walmart provides Paid Sick Leave in the form of Protected PTO for hourly associates.

All Colorado hourly associates will earn Protected PTO starting January 1, 2020 beginning on their *first* day at work. Associates can use Protected PTO as soon as they have earned it.

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 (PPTO).

Additional things to know

Colorado is now on the *Standard* Protected PTO Plan

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 specifies otherwise



Paid Sick Leave for Salaried Associates

PSL is included in the salaried PTO plans.

When a salaried associate uses PTO for Sick, Safe, Family Care, or other PSL reasons, that absence should be excused.

Important

When PTO is used to cover an absence for PSL reasons, negative actions cannot be taken against the associate

Requesting Protected PTO

Stores, Clubs, Supply Chain	Home Office, eCommerce
<p>Select Protected PTO in GTA Portal.</p> <p>If you don't have enough balance in the bucket you selected to cover all 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 Sick/Other or Family Care 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 Protected PTO excuse an absence?


1. PPTO request must be submitted within 7 days of the occurrence.
2. PPTO must be used; regular PTO does not excuse an absence.
3. Sufficient PPTO must be used to authorize the absence under your segment's attendance policy.

This means...

The associate must use enough PPTO to reduce the total amount of unprotected time below the grace period. This will 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 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

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Hourly Year End Cash Out

Protected PTO is not eligible for the year end cash out.

The entire Protected PTO balance carries over to start the new plan year.

Regular PTO will either cash out or carry over, depending on the PPTO balance.

Full-time associate examples (carryover limit = 80 hours):

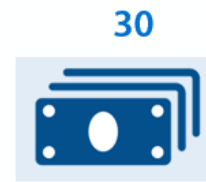
End of PTO plan year



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.

Action Items

Please share this PSL information with your associates.

A GovDocs notification poster will be sent to your facility.
Please display for the associates in a highly visible location.

- Replacement posters can be requested from GovDocs via OneWalmart:

https://one.walmart.com/content/uswire/en_us/work1/operations/compliance/labor_employment/state-specific.html

Resources

Colorado PSL Policy Link: [CO Hourly Policy - Walmart-Supply Chain-Sam's](#), [CO Hourly Policy - HO-eComm](#)

Protected PTO Associate Guide: [PPTO Associate Guide](#)

For questions, please contact People Services at ptoadjst@walmart.com or 800-421-1362



Thank you!

Julie Norris

Elaine Shiley

Benefits Services Team

Absence Management Integration

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