

Hourly associate PTO – FAQs.

Earning and using PTO

What is PTO?

PTO is a simple, all-in-one approach to paid time off. Think of it as a combination of vacation, personal, sick and holiday time, all in one place. PTO gives you more flexibility to choose what days off with pay you would like to take.

How do I earn PTO?

PTO is earned based on two things:

- **Service hours** – Each hour you work helps build your PTO balance. Service hours include benefit hours, as well as hours worked. (PTO cash out hours and termination payouts are not included in service hours.)

- **Years of service with Walmart** –The longer you work for Walmart, the more PTO you earn for each hour you work. Here is an example of how two associates earn PTO:

– Doug just celebrated his third year of working for Walmart in January 2016. He earns one hour of PTO for every 11.8 hours he works.*

– Anita has worked for Walmart for over 20 years. She earns PTO at a faster rate than Doug. Anita earns 1 hour of PTO for every 6.8 hours she works.*

*Service hours are rounded. For detailed amounts, please see the PTO policy on the WIRE.

When do I earn PTO?

You earn PTO as you work. The hours you earn during each pay period will be added to your balance at the end of that pay period, and will appear in the Global Time and Attendance Portal the following pay period.

What counts toward earning PTO hours? Do I earn PTO while on PTO?

Yes! You earn PTO even while you are on PTO. All of the following types of service hours count toward earning PTO including:

- Regular hours worked and overtime
- Disaster pay
- Bereavement (up to 3 days)
- Jury duty
- Enhanced military leave hours
- Reporting pay
- PTO used to replace work hours
- Sick and personal time used when PTO has been exhausted

How can I use my PTO?

PTO gives you choices for how and when to take time away from work. Here are several ways PTO can be used:

- **Holidays** – PTO gives you the choice of being paid for the holidays that are most meaningful to you.
- **Vacations** – Plan for avacation by saving up your PTO. If you want to take a vacation at the beginning of the year, you can carry over unused PTO. A full-time hourly associate can carry over up to 80 hours of PTO each year, and a part-time hourly associate can carry over up to 48 hours of PTO. This gives you more flexibility to take a vacation at a time of the year you choose. Keep in mind, the number of hours that can be carried over may differ in some cities and states.



- Sick days – PTO includes time for days when you need to stay home and get well.
- Personal time – You can also request PTO for time off during normal work hours for almost any personal need.
- Unexpected needs – PTO is also available when the unexpected happens. For example, if your child is sick, you can use PTO to get paid when you aren't able to make it to work unexpectedly. Keep in mind that you still need to follow the time and attendance policy for your division.

Can I take just a little PTO at a time?

As part of the PTO program's focus on flexibility, you can request time off in as little as 15 minute increments. You can use PTO if circumstances require you to start work late or leave early, and still get paid for your time. Please remember, the attendance policy for your facility still applies.

How many consecutive days can an associate use PTO?

If approved by a manager, an associate can use as much PTO as they have available.

If I work on a holiday, can I also take PTO for that day, or do I have to take the time off work to use PTO?

PTO is specifically for those days when you take time away from work. On a holiday when your facility is open, and you are normally scheduled to work, you can choose to either work that day as normal, or not work that day and use the equivalent PTO hours to be paid (with the approval of your manager). Please note that this means you will not be able to be 'double-paid' for working on a holiday. In the case of a holiday when your facility is closed, you would need to use a day of PTO to be paid.

What if, I don't think that I will be able to use my PTO time, because it says that I have to have management approval?

You should request the use of PTO in advance whenever possible. Your manager will either approve or deny your time away based on business and staffing needs. If you call in sick, you can use your PTO time. That means if you are sick for one day, you can still be paid for the time you were scheduled to work. If you are hourly, the days you take off for "sick" time may still count as occurrences

in the attendance policy. See your facility's attendance policy for details.

PTO Plan Year

What's the "plan year?"

The PTO program runs on a special plan year, not the calendar year. The plan year runs from Feb. 1 through Jan. 31 of the following year.

What happens at the end of the plan year?

At the end of the PTO plan year, your PTO balance will reset. This means you will carry over up to 80 hours of unused PTO for full-time associates and 48 hours of unused PTO for part-time associates. Any PTO amount over this will automatically be cashed out to you on your first check in February. Specific policies and rules apply in some states and cities. See the hourly PTO policy on the WIRE to see how this applies to you.

Is the automatic cash out taxed?

Yes. This cash out will be taxed per your chosen W-4 withholding rates, the same as your regular wages.

May I cash out my PTO at other times during the year?

No. The only time your unused PTO will be cashed out is through the automatic cash out at the end of the PTO plan year. However, we encourage you to use your PTO to take time away from work.

I'd like to carry over all of my unused PTO and not be paid out my balance over 80 hours. Is that possible?

No. Our hourly associate PTO policy requires us to cash out unused PTO over 80 hours for full-time associates and over 48 hours for part-time associates. Certain city and state exceptions may apply.

Using legacy time for associates with legacy sick or personal time balances

How do I use my sick time balance to take care of a family member?

If you are a full-time associate and need time off to care for a family member, you must first request a leave of absence. If you'd like to get paid during an approved leave, you can use PTO until your balance reaches zero. After that, your sick time balance is available to you, and you may request up to 80 hours of your available sick time balance to get paid while you are on an approved family care or parental leave of absence. For part-time associates, you may use your sick time to cover the time missed due to illness for you or an eligible family member. Some city and state exceptions might apply.

Can a full-time hourly associate use their sick time balance for the birth of a child once their PTO has been used?

Hourly full-time associates may use their sick time for up to 80 hours to get paid while on approved parental leave after the birth of their child once their PTO has been used.

How do I use my personal time balance?

Your legacy personal time will be available to you once your PTO balance is used. You can use it for any reason. Simply request PTO on the GTA portal. When your PTO balance is used up, the system will automatically deduct time from your personal time account instead.

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