

Unused PTO: What to expect at the end of the PTO plan year (beginning Jan. 31, 2020)

For hourly associates

How PTO cash-out and carryover work

If you weren't able to use your PTO before the end of the plan year, don't worry! Your unused time will carry over to next year and some of your unused time may be cashed out to you. How PTO carries over will depend on whether you earn both protected and just regular PTO.

Tip: You can check your balance on the Global Time & Attendance Portal ([GTAP](#)). To learn more about PTO and Protected PTO, please go to the WIRE or Workday to review the PTO policy.

For hourly associates with PTO & Protected PTO



- Your entire unused Protected PTO balance always carries over to start the new plan year.
- When your Protected PTO balance is 80 hours or more (48 hours for part-time associates), all of your PTO balance turns into cash on your first check in February.
- When your Protected PTO balances is less than 80 hours (48 hours for part-timers), a portion of your PTO balances carries over to meet the carryover requirement. Once the combined balance of Protected PTO and PTO equals the carryover requirement, any remaining PTO turns into cash on your first check in February.

For hourly associates with just PTO

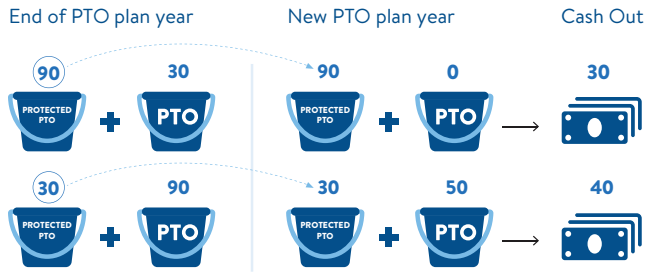


- If your PTO balance is 80 hours or more (48 for part-time associates), 80 hours of your PTO carries over to start the new plan year and any excess turns into cash on your first check in February.
- If your PTO balance is less than 80 hours (48 hours for part-timers), all of your PTO carries over to start the new plan year. You will not receive a cash-out.



For hourly associates with PTO & Protected PTO

Full-time associate examples (carryover requirement = 80 hours)



For hourly associates with just PTO

Full-time associate examples (carryover requirement = 80 hours)



The fine print:

- Standard taxes and payroll deductions apply—you can review these by viewing your paystub at WalmartOne.com or on Workday.
- To check your paid time off balance, go to [GTAP](#) on the WIRE.