

PTO FAQs for Health Care Professional Associates.

Earning and using PTO

What is PTO?

PTO combines sick days, vacation days, holidays and personal days in a single balance, allowing you choice and flexibility in how you take paid time away from work. You will be able to use your PTO for just about any reason, as long as you submit a request and your manager approves it.

How much PTO is granted to salaried healthcare professionals?

The table below indicates approximately how many days of PTO you can expect. But, because healthcare professionals work varied schedules, PTO is made available, used and tracked in hours. Your PTO is based on your biweekly hours scheduled and your years of service. You receive PTO annually on Feb. 1 each year. Your grant will be based on the anniversary you celebrate during the PTO plan year.

YEARS AT WALMART	BIWEEKLY HOURS										
	90	84	80	79 ^a	74 ^c	72	69 ^a	64	59 ^a	56	48
PTO GRANT IN HOURS											
0-1 ^b	189	176	168	166	155	151	145	134	124	118	101
2	207	193	184	182	170	166	159	147	136	129	110
3-5	234	218	208	205	192	187	179	166	153	146	125
6-9	279	260	248	245	229	223	214	198	183	174	149
10-14	306	286	272	269	252	245	235	218	201	190	163
15+	324	302	288	284	266	259	248	230	212	202	173

a. Sam's Club Only b. Prorated based on hire month c. Walmart Care Clinics only

How can salaried healthcare professionals use PTO?

Associates may choose to use PTO for just about any reason:

- **Holidays**—Choose your most meaningful holidays to you to take time off from work. Time for six paid holidays is included in your PTO grant.
- **When needing to be out of the office**—You will use PTO for vacations, unplanned absences or the occasional sick day.
- **Short-term disability waiting period**—You may choose to use PTO to get paid during the seven-day, short-term disability waiting period if you need to be away from work for an extended period due to your own medical condition.
- **Time increments**—You can take PTO in half shift or full shift increments.

If salaried healthcare professionals transition work schedules, will their PTO grant change too?

Yes, a change in work schedule will result in a PTO grant modification. For salaried healthcare professionals, a work schedule change is defined as a change in your biweekly base hours. If your base hours change, your manager will use a standardized PTO calculator to determine the correct amount by which your PTO will be adjusted for your new base hours. For example, if your base hours change from 80 to 72, your remaining PTO grant will decrease proportionately. Likewise, if your base hours increase, your PTO grant will increase proportionately. An adjustment will be entered in Workplace at the time your new base hours become effective.



Do salaried associates need to track their PTO requests?

Tracking time away from work for salaried associates is determined by department. You should discuss your time off plans with your manager. All requests will be processed in WorkForce.

Do I need to use PTO for sick days?

Yes. You'll need to use PTO if you take a sick day and are not able to work from home.

What don't I have to use PTO for?

You don't have to use PTO for the following:

- Bereavement (up to 3 days)
- Jury duty
- Military leave hours (up to 3 days)

How do holidays work with the PTO program?

If your regularly scheduled workday falls on a holiday, and you won't be working on the holiday or your work area is closed, you'll need to use PTO if you want to be paid for the holiday. Requesting PTO for a holiday should be submitted in WorkForce.

Can I cash out my unused PTO?

No, PTO for salaried associates does not have cash value.

PTO Plan Year

If associates can't use all of their PTO during the plan year, will it carry over?

Yes. Salaried healthcare professional associates with unused PTO may carry over five days of PTO without an impact on their next plan year's grant. Five days is the equivalent of your average biweekly base hours divided by two. Some city and state exceptions might apply for the amount of PTO that can be carried over without impacting the next year's grant.

How does additional carried-over PTO impact the next plan year's PTO amount? Why?

Since salaried associates have a maximum amount of PTO days available each year, any carried over PTO above the five-day allowance will reduce the size of the grant received in the next plan year. For example, if a salaried associate carries over eight days of unused PTO at the end of the plan year, they'll receive their annual PTO grant, less three days. City and state exceptions may apply.

What is the "plan year?"

The PTO program runs on a special plan year, not the calendar year. The PTO plan year starts on Feb. 1 and runs through Jan. 31.

If I have to postpone my paid time off into the next PTO plan year due to a business critical situation, will I be able to carry over additional PTO? Will this impact my grant of time in the new plan year?

If you postponed your PTO at the request of your manager due to business critical needs, then your PTO will carry over into the new plan year and won't impact your new grant.

Using legacy sick time for California B pharmacists

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

If you're a hourly 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're on an approved family care or parental leave of absence. For hourly 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.

These materials do not create an express or implied contract of employment or any other contractual commitment. Walmart may modify this program at its sole discretion without notice, at any time, consistent with applicable law. Employment with Walmart is on an at-will basis, which means that either Walmart or the associate is free to terminate the employment relationship at any time for any or no reason, consistent with applicable law.