



# Take time for you time.



## Salaried PTO Mythbusters.

When it comes to PTO for salaried associates, there are a lot of misconceptions about when and how you can use it. So we've taken some of the most common PTO myths and busted them for you.

### If I take time off, management will think I'm not committed.

Absolutely not. We know that taking time off to rest and relax is important. It boosts retention and morale, decreases unplanned absences, and is good for your mental health.

### I feel like PTO is just for taking vacations.

Actually, you can use your PTO for just about anything, from running a marathon to caring for a sick kiddo. You can even use PTO to cover the waiting period before short-term disability benefits kick in.

### I heard PTO can only be used in week-long blocks. So if I need a day off during the week, I have to swap shifts with someone.

Nope. You can use your PTO in any block of time you want. And you can definitely use it for a single day.

### Doesn't Walmart have a strict three-month blackout period for PTO?

Not quite. We want to be able to deliver for our customers, so it's important to be fully staffed during our busiest shopping times:

- The week before and week of **Thanksgiving**
- The week before and week of **Christmas**
- Up to two additional weeks determined by the Store Manager (e.g., back to school, inventory, etc.)

But these six weeks are the **only** blackout periods for salaried associates in Walmart stores.

### Stores have an annual planning cycle, so I have to plan all my PTO in February, right?

Planning everything ahead would be great, but life just doesn't work that way. That's why planning for time off is ongoing and flexible. However, the quarterly review of management schedules and PTO during the Schedule Right Review is important for better planning and visibility, so try to anticipate your time-off needs for next three months.

### I can only carry over five unused days of PTO at the end of the year. If I have more than that, I lose it.

You don't lose any of your unused PTO! But it is true that it can affect your earning more: associates who have more than five unused days at the end of the plan year (in most locations) will have their grant for the next year reduced.