

Life happens. You've got support for time off when it does.

Protected PTO for hourly associates (including temporary associates).

You work in an area where Protected PTO provides you with paid job-protected time away from work when you need it most—to care for yourself or family members.



What is Protected PTO?

Protected PTO provides paid and absence-protected time away from work when you're sick, have to take care of a family member, or for any other unexpected event which causes you to miss work.

Earning Protected PTO

Your total PTO earning rate is divided into two separate buckets: PTO and Protected PTO.

- Some of your earned total PTO will go into your Protected PTO bucket and the rest will go into your PTO bucket.
- Temporary associates only earn Protected PTO.

Using Protected PTO

You can elect to use Protected PTO when you request time off.

When you use Protected PTO for sick, family care, or other reasons under your facility's attendance policy, the time off it covers will be deemed an authorized absence and you won't receive an absence occurrence.

If you don't have enough Protected PTO to cover your entire time off request, your regular PTO bucket will be used to pay you for the rest of your requested time off. Any portion of your absence not covered by Protected PTO could result in an occurrence under your location's attendance policy.

Using both types of PTO? Here's an example:

Meet Bonnie. She has 5 hours of Protected PTO and 3 hours of regular PTO available for use.

She needs time off work to care for her mom who is ill. So, she requests 8 hours of PTO-Family Care. First, 5 hours of her requested time off will come out of her Protected PTO bucket and then 3 hours will come out of her regular PTO bucket.

The time covered by the 5 hours used from her Protected PTO will not result in an attendance occurrence. However, the time covered by the 3 hours used from her PTO bucket could result in an occurrence.

Bonnie will be paid for all 8 hours of her request because she had enough combined **Protected PTO** and **regular PTO**.



Protected PTO can also be used for reasons besides sick and family care! If you request to use PTO for a vacation or similar reason, your regular PTO balance will be used first. If you don't have enough regular PTO to cover your entire time off request, your Protected PTO bucket will be used to pay you for the rest of your requested time off.



Unused PTO

Refer to the [Unused PTO fact sheet](#) for updated guidance, effective January 31, 2023.

You'll find more resources at:

- One.Walmart.com/PTO
- People Partner at your facility or People Services at [800-421-1362](tel:800-421-1362)



Attendance is important and we worry about you when you aren't at work.

We understand life happens and you'll need to take time off. Please speak with your People Partner if you have additional questions regarding PTO or other options you may have if you need to take time away from work, including a leave of absence or an accommodation.

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