

# **Paid Sick Leave & Kin Care**

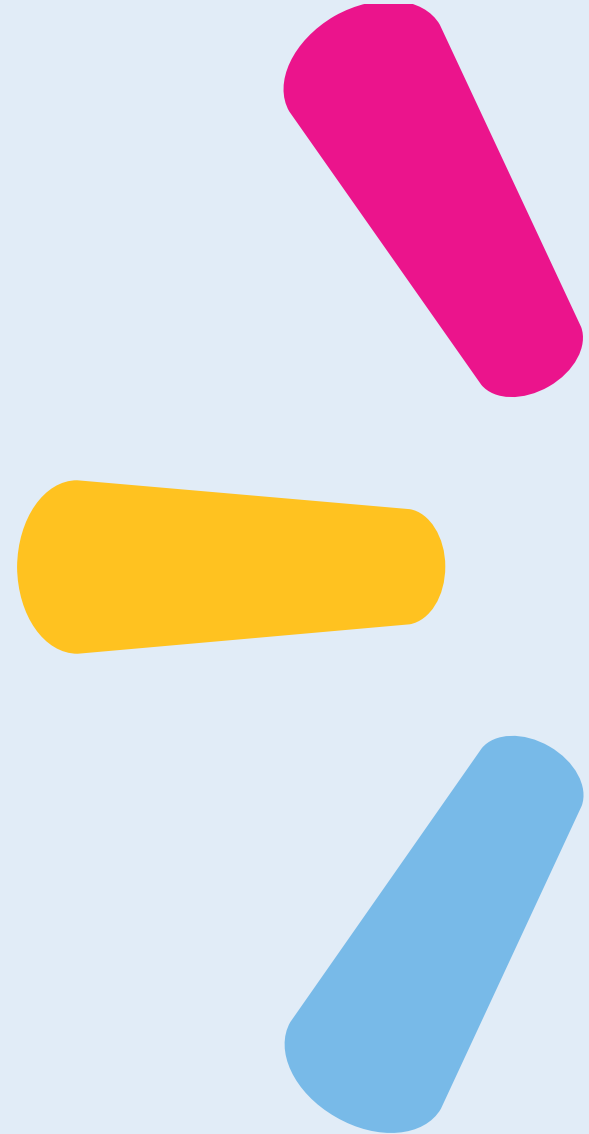
**Walmart, Sams & Supply Chain**

**Updated August 2019**



# Agenda

- **What is a paid sick leave law**
- **Locations with paid sick leave and/or kin care laws**
- **Paid sick leave, kin care, PTO and leave of absence**
- **What you need to do**
- **Recap: How to use Protected PTO**
- **Recap: How Protected PTO works with attendance**
- **Additional Resources**



# Paid Sick Leave or Kin Care Laws

All Associates

## What is a Paid Sick Leave (PSL) Law?

- Paid Sick Leave laws provide paid time away from work for reasons including but not limited to:
  - An associate's own illness or Injured or ill family members of an associate
  - Safe reasons (e.g., domestic or sexual violence)
  - For a full list of reasons, please see your location's updated PTO policy

## What is a Kin Care law?

- Kin Care laws allow a portion of the total PTO that is earned to be used to care for injured or ill family members

Please review your location's PTO and Attendance policies for a full list of reasons that Paid Sick Leave / Kin Care can be used

**PSL & Kin Care laws provide associates with time off that they can use with no performance or attendance accountability**



# Locations with PSL and/or Kin Care laws

All Associates

## What locations have a Paid Sick Leave law?

Arizona

Connecticut

Maryland

Massachusetts

Michigan

Minnesota: Minneapolis & Saint Paul

New Jersey

New York: New York City & Westchester County

Oregon

Pennsylvania: Philadelphia

Rhode Island

Texas: Dallas

Vermont

Washington D.C

## What locations have a Kin Care law?

Maine

Illinois

## What locations have Paid Sick Leave & Kin Care laws?

California

Illinois - Chicago & Cook County ONLY

Washington

# Protected PTO

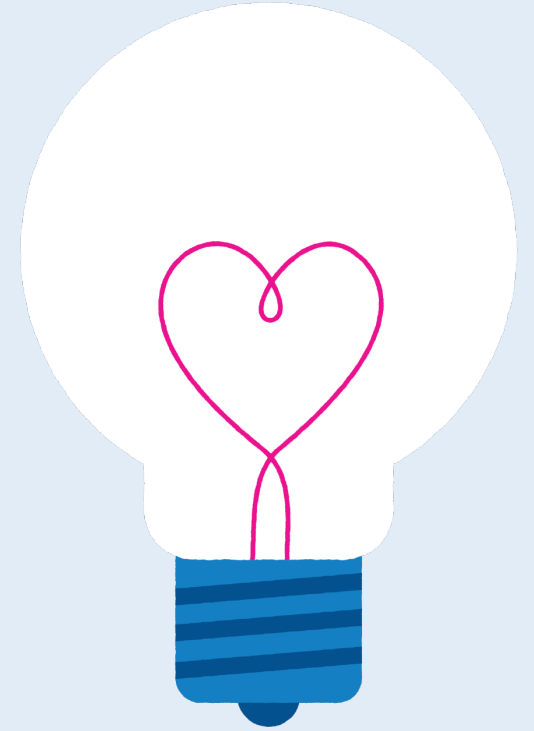
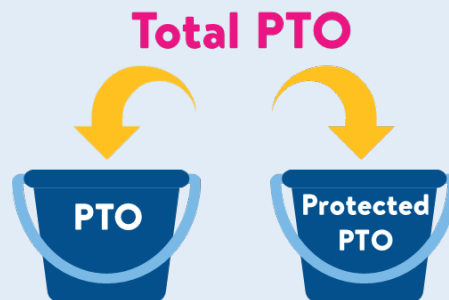
Hourly Associates: Full time, Part time, and Temporary

## Is Paid Sick Leave and/or Kin Care different from Protected PTO ?

- As an organization, we provide Protected PTO to hourly associates which satisfies your Paid Sick Leave Law and/or Kin Care laws
  - Associates in Washington and Maine can also use their regular PTO for Family Care reasons with absence protection to satisfy their Kin Care law\*

\*Attendance occurrences when regular PTO is used must be manually actioned

- Protected PTO allows associates to utilize their time off for any reason with absence protection
- Please review your PTO and attendance policies to determine how total PTO is divided into regular PTO and Protected PTO for your location and what balances can be used for your locations laws



# What about salaried associates and drivers?

**Salaried Associates, MIT's, OTR Drivers**

## **Salaried Associates:**

- The PTO program for salaried associates already provides the full grant of PTO, which meets the law's requirement, at the beginning of the plan year or when an associate is hired
- In some locations, salaried associates can carry over more than the 5 days of their unused PTO without impacting their next years grant. Please review your PTO policy for specifics on how much you can carry over for your location

## **OTR Drivers:**

- PTO will continue to be earned into just one bucket – PTO. The Driver PTO program already meets PSL and Kin Care law requirements

**Salaried associates, MITs,  
and Drivers may use their  
PTO for PSL or Kin Care  
reasons**



## **Using PTO for PSL and/or Kin Care reasons**

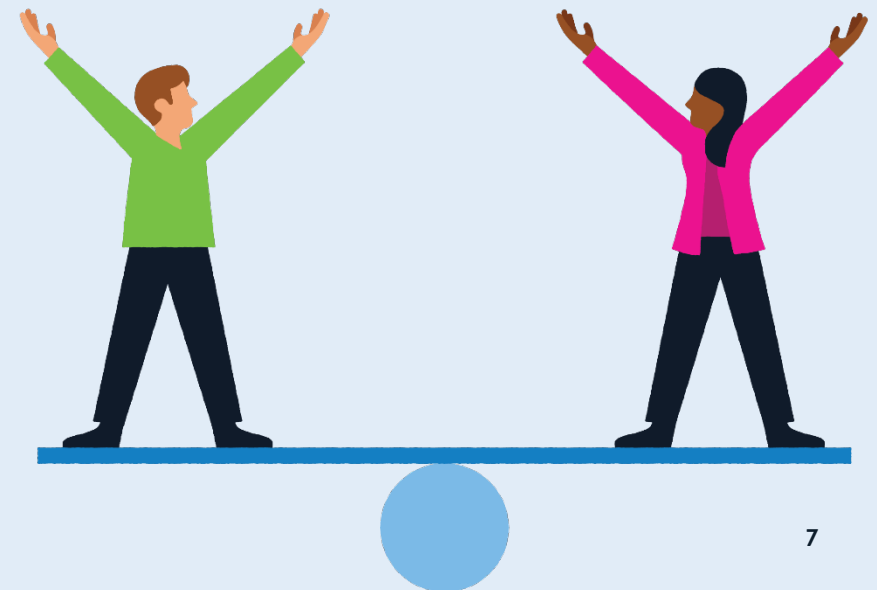
Any absence where a Salaried associate or OTR Driver uses their available PTO for Sick, Family Care or other PSL/Kin Care reasons should be “authorized”. This means you should excuse any attendance occurrences or performance infractions due to the absence when enough PTO is used to cover the missed time

# Paid Sick Leave & Leave of Absence

All Associates

## Paid Sick Leave and Leave of Absence (LOA) work together!

- Paid Sick leave, Kin Care and LOA are independent laws/programs that may overlap
- Protected PTO and/or PTO will be deducted when it's used for Sick/Other or Family Care reasons even if an associate is on a LOA
- Please ensure that your associates choose the appropriate reason code corresponding to their reason for being absent



# Additional things to know

All Associates

## Please notify and share this information with your associates!

- A notification poster may be required for your location. If required, please ensure the poster is displayed in a location easily visible to associates.
- Replacement PSL posters can be requested from GovDocs using the One Walmart page:

[Work > Operations: Compliance > Employment: Employment Standards > Standards: Employment Posters > State Required Employment Posters: Employment Postings by State > \[Your Location\]](#)

- Additional notices and documents may be required to be distributed directly to associates. Please check the below page to determine if a notice is needed for your location

[Work > Operations: Compliance > Employment: Employment Standards > Standards: State Specific Employment Standards > \[Your Location\] > Paid Sick Leave](#)



Please review your location's PTO policy to determine if a poster or notice is needed for your location



# Recap: Requesting Protected PTO

Hourly Associates: Full time, Part time, and Temporary

## Requesting Protected PTO

Associates request Protected PTO in GTA Portal by requesting paid time off for one of the following reasons:

- PTO – Sick/Other
- PTO – Family Care

PTO and Protected PTO must be requested in 15 minute increments. However, the system will pay down to the minute based on the amount of time the associate has available

## Let's look at an example!

- Andrew has a balance of 8 hours and 25 minutes of Protected PTO
- To be paid all 8:25 hours, Andrew must request 8 hours and 30 minutes of PTO



**15 minute increments**

\*Drivers will utilize regular PTO for PSL reasons by requesting PTO for the reasons above.

# Recap: Using Protected PTO & other balances

Hourly Associates: Full time, Part time, and Temporary

		How Balances are Used
Full Time	Sick Family Care	Protected PTO
		PTO
		Personal
Part Time & Temps ONLY		Sick



		How Balances are Used
Full Time/ Part Time	Vacation Personal Holiday	PTO
		Protected PTO
		Personal



## Protected PTO can be used for any reason – just like PTO!

Therefore, if an associate requests time off for Sick or Family Care but does not have enough available Protected PTO to cover their request that day:

- The GTA system will automatically use any regular PTO, Personal or Sick (Part Time or Temp only) balance the associate has available to pay the rest of the request.

### Reminder

Regular PTO, Personal or Sick time is not protected time and does not excuse associates from attendance occurrences

If an associate requests time off for Vacation, Personal or Holiday, but does not have enough available PTO to cover their request that day:

- The GTA system will automatically use any Protected PTO or Personal balance the associate has available.

# Recap: How does Protected PTO excuse an occurrence?

**Hourly Associates: Full time, Part time, and Temporary**

**Use of Protected PTO will excuse an associate from an occurrence if:**

1. The associate submits a time off request for their missed shift or tardy (late in/early out) within 7 days of the absence
2. The time off reason for the request is listed as PTO- Sick or PTO- Family Care
3. The associate uses enough Protected PTO to avoid an unauthorized absence under your segment's attendance policy

To completely excuse a **Full Occurrence**: Enough protected PTO is used to reduce the total unprotected time down to 9 minutes or less of the scheduled shift (minus the usual lunch period).

- If an associate utilized enough protected PTO to reduce their total unprotected time down to 50% or less of their scheduled shift but more than 9 minutes, the associate should receive a **Half Occurrence**

For a **Half Occurrence**: Enough protected PTO is used to reduce the total unprotected time down to 9 minutes (0 minutes for a Supply Chain associate where the half occurrence is caused by a Late In)

**GTA will automatically approve attendance occurrences when enough Protected PTO is used!**

# Examples of Protected PTO used to cover an occurrence

Hourly Associates: Full time, Part time, and Temporary in Walmart and Sams facilities

	Attendance Exception	Missed Shift After Protected PTO	Excuse or Unexcused?
<p>Scheduled Shift minus Lunch</p> <p>8 Hours</p> <p>Missed Shift</p> <p>8 Hours</p> <p>Protected PTO Used</p> <p>8 Hours</p>	<p>Full Occurrence</p>	<p>8 hours missed</p> <p>- 8 hours PPTO Used</p> <p>=</p> <p><b>0 hours missed</b></p>	<p>Excuse Occurrence</p>
<p>Scheduled Shift minus Lunch</p> <p>8 Hours</p> <p>Missed Shift</p> <p>8 Hours</p> <p>Protected PTO Used</p> <p>3 Hours</p>	<p>Full Occurrence</p>	<p>8 hours missed</p> <p>- 3 hours PPTO Used</p> <p>=</p> <p><b>5 hours missed</b></p>	<p>Occurrence Not Excused</p>

# Examples of Protected PTO used to cover an occurrence II

Hourly Associates: Full time, Part time, and Temporary in Walmart and Sams facilities

	Attendance Exception	Missed Shift After Protected PTO	Excuse or Unexcused?
<p>Scheduled Shift <b>minus Lunch</b></p> <p>8 Hours</p> <p><b>Missed Shift</b></p> <p>5 Hours</p> <p><b>Protected PTO Used</b></p> <p>1 Hours</p>	<p>Full Occurrence</p>	<p>5 hours missed                      - 1 hour PPTO Used                      =  <b>4 hours missed</b></p>	<p>Convert Full Occurrence to a Half Occurrence</p>
<p>Scheduled Shift <b>minus Lunch</b></p> <p>8 Hours</p> <p><b>Missed Shift</b></p> <p>7 Hours</p> <p><b>Protected PTO Used</b></p> <p>1 Hours</p>	<p>Full Occurrence</p>	<p>7 hours missed                      - 1 hour PPTO Used                      =  <b>6 hours missed</b></p>	<p>Occurrence Not Excused</p>

# Examples of Protected PTO used to cover an occurrence III

Hourly Associates: Full time, Part time, and Temporary in Walmart and Sams facilities

	Attendance Occurrence	Missed Shift After Protected PTO	Excuse or Unexcused?
<p><b>Scheduled Shift minus Lunch</b></p> <p>8 Hours</p> <p><b>Missed Shift</b></p> <p>2 Hours</p> <p><b>Protected PTO Used</b></p> <p>1 Hour and 51 Minutes</p>	<p>Half Occurrence</p>	<p>2 hours missed                      - 1:51 hours PPTO Used                      =  <b>9 minutes missed</b></p>	<p>Excuse Occurrence</p>
<p><b>Scheduled Shift minus Lunch</b></p> <p>8 Hours</p> <p><b>Missed Shift</b></p> <p>30 Minutes</p> <p><b>Protected PTO Used</b></p> <p>15 Minutes</p>	<p>Half Occurrence</p>	<p>0:30 hours missed                      - 0:15 hours PPTO Used                      =  <b>15 minutes missed</b></p>	<p>Occurrence Not Excused</p>

# Recap: How to see how much PPTO was used

Hourly Associates: Full time, Part time, and Temporary

## View how much available Protected PTO was used through GTA timesheet:

1. Look for PTO\_SICK\_RA or PTO\_FC\_RA on the date of the absence to determine whether Protected PTO was requested
2. The PSL amount is how much available Protected PTO was applied to the request on that day

**\*\*GTA will automatically approve attendance occurrences when enough Protected PTO is used!\*\***

Global Time & Attendance Walton, Sam

Timesheet My Reports Proxy and Delegates ?

You can only edit timesheets for days that occur after the 'Lock Down Date' of the pay group.

Timesheet   02/16/2019 - 03/01/2019

Associate: McMillion, Doug

	Scheduled	Worked	Punches	Time Code Summary	Hour Type Summary	Calculation Group	WIN
02/16/2019 Sat	06:00	02:06	21:54 00:00	WRK 2:06, PTO_SICK_RA 8:00, AT_WORKED_NOT_SCHED 0:00, PTO_SICK_U 5:22, PSL 2:38	AT_UNPAID 0:00, REG 4:44	US_STORES_CO_NEXMPT	213147027
02/17/2019 Sun	02:00	08:00	00:00 02:21 03:21 06:54 21:54 00:00	WRK 8:00, MEAL 1:00	REG 8:00	US_STORES_CO_NEXMPT	213147027
02/18/2019 Mon	06:00	05:54	00:00 02:00 03:01 06:55	WRK 5:54, MEAL 1:01	REG 5:54	US_STORES_CO_NEXMPT	213147027
02/19/2019 Tue							
02/20/2019 Wed	02:00	02:05	21:55 00:00	WRK 2:05	REG 2:05	US_STORES_CO_NEXMPT	213147027
02/21/2019 Thu	08:00	08:05	00:00 02:17 03:12 06:54 21:54 00:00	WRK 8:05, MEAL 0:55	REG 8:05	US_STORES_CO_NEXMPT	213147027
02/22/2019 Fri	08:00	08:07	00:00 02:31 03:24 06:54 21:54 00:00	WRK 8:07, MEAL 0:53	REG 8:07	US_STORES_CO_NEXMPT	213147027

# Protected PTO and cash out

Hourly Associates: Full time, Part time, and Temporary

**Protected PTO** is not eligible for cash out. The entire Protected PTO balance carries over to start the new plan year. After the carryover limit is applied, **excess PTO** is cashed out.

*Full-time associate examples (carryover limit = 80 hours):*

End of PTO plan year



New PTO plan year



Cash Out



Protected PTO is **more** than PTO Carryover Limit  
When the Protected PTO balance is 80 hours or more, all of the PTO bucket will cash out.

Protected PTO is **less** than PTO Carryover Limit  
When the Protected PTO balance is less than 80 hours, a portion of the PTO balance will carry over to bring the total carried over up to 80. The remainder will cash out.



# Additional Resources

**All Associates**

## **PTO Policy**

One.Walmart.com > Work > Policies/People Policies> Paid Time Off - Hourly Field Walmart, Sam's Club and Supply Chain

## **Attendance Policy**

One.Walmart.com > Work > Policies/ People Policies > Attendance and Punctuality Policy

## **PTO & Paid Sick Leave Management Resource**

One.Walmart.com > Work > Policies/Policies by Title> Paid Time Off - Hourly Field Walmart, Sam's Club and Supply Chain > Paid Time Off – Hourly Associate Management Guidelines

## **Paid Sick Leave Associate Resource**

One.Walmart.com > Me > My Time > Paid Time Off (PTO) > PTO for Hourly Associates > Hourly PTO for Walmart stores, Supply Chain, and Sam's Club



# Questions?

All Associates

**If you need more information about PTO,  
reach out to the People Services – PTO  
Team**

[ptoadjst@wal-mart.com](mailto:ptoadjst@wal-mart.com)

800-421-1362

