



Associate FAQs

What is Protected Paid Time Off (PPTO)?

All hourly field associates and hourly campus/corporate associates who work in locations with local paid sick leave laws earn their paid time off in two buckets: regular paid time off (PTO) and Protected PTO (PPTO). PPTO is how Walmart provides paid sick leave to its associates, including to field associates in locations in which paid sick leave isn't required by law. When an associate uses their available PPTO to be paid for an unauthorized absence (e.g., missed shift, tardy/late in, or early out), and uses enough to satisfy the [Attendance Policy](#), the PPTO protects them from getting attendance occurrences/points.

Who can earn PPTO?

Full-time, part-time, and temporary hourly associates in the field and campus/corporate associates who work in locations with local paid sick leave laws.

How do I earn PPTO?

You'll start earning PPTO on your date of hire based on the number of service hours you log (e.g., worked hours, used PTO, etc.). View the earning rates and maximums you can earn in a plan year:

- [Field associates](#)
- [Campus/corporate associates](#)

When can I use PPTO?

You can use PPTO any time you have to miss work unexpectedly.

- If you're a **full-time or part-time associate**, you can also use your PPTO for a planned absence if you don't have available regular PTO.
- **Temporary associates** can only use their PPTO for sick, family care, or other reasons covered under paid sick leave laws, or while on an approved parental leave of absence.

How do I request PPTO?

You can request PPTO by submitting a request in the [Global Time and Attendance \(GTA\)](#) tool.

- **Field associates** can choose to use PPTO or regular PTO when they enter their time off request in GTA. See the [Field PPTO guide](#) for more information.
- For **campus/corporate associates**, GTA will use PPTO first when the associate selects “sick/other” as the reason for their time off request. GTA will use regular PTO first for any other reason. See the [Campus/Corporate PPTO guide](#) for more information.

Is supporting documentation required when using PPTO?

No. Because you can use your available PPTO for any reason, our company policy states that supporting documentation is not required when using it.

What happens if I miss work and report my absence, but I don't have or want to use PPTO?

If you don't use PPTO to be paid for missed work time, each absence may result in attendance points as noted in the [Attendance Policy](#).

What happens if I don't have enough PPTO to cover my absence?

When you don't have enough PPTO balance to cover your entire time off request, GTA will automatically use some of your available regular PTO to pay you. However, only the portion that was covered by PPTO will be protected from attendance points.

Does PPTO cover me if I forget to report my absence?

If you don't report your absence, you may receive a No Call/No Show with attendance points for both failing to report the absence and for the absence itself.

- **You can** use PPTO to be paid for the absence itself and cover/excuse any attendance points that result from the missed time.
- **You cannot** use PPTO to protect you from the No Call/No Show attendance points.

How long do I have to submit PPTO after an absence occurs?

You have seven days from the date of an absence to enter PPTO for absence protection. The balance of PPTO you had on the calendar day of the submitted request will be applied to attendance points that resulted from the absence.

What happens if I use all my PPTO?

If you use all your PPTO, you will need to wait until you earn more before you can use it again to be excused from any additional absence. Refer to the earning charts for more information:

- [Field associates](#)
- [Campus/corporate associates](#)

What happens if I don't use all my PPTO during a plan year?

If you have unused time at the end of the plan year, you may carry over up to 80 hours of combined total regular PTO and PPTO into the new plan year. Any regular PTO or PPTO which does not carry over to the next plan year will be paid out in your paycheck for the pay period which includes January 31.

Your PPTO will be applied first for carryover purposes.

- If your PPTO balance is 80 hours or more, you will carry over 80 hours of PPTO and receive a cash-out of any PPTO balance over 80 hours, as well as any regular PTO balance you may have.
- If your PPTO balance is less than 80 hours, all your PPTO will carry over. A portion of your regular PTO will also carry over to bring the combined total carried over 80 hours. The remainder of your regular PTO will cash out.

Associates in New York, Philadelphia (PA), Rhode Island, and Seattle (WA) will carry over all unused PPTO at the end of the plan year.