

# Unused PTO: Cash it out or carry it over

For hourly associates

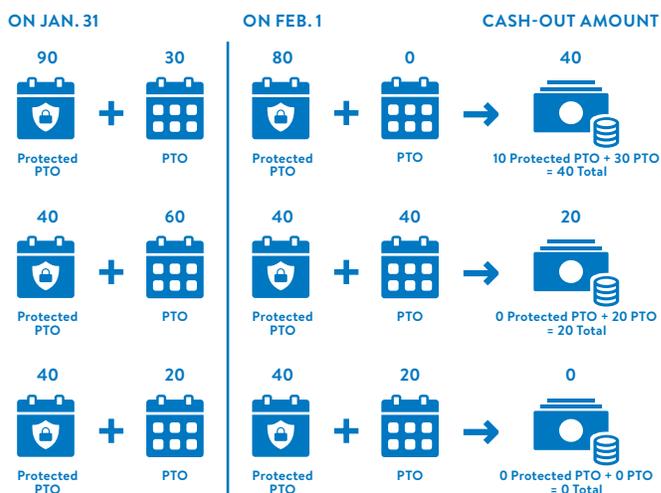
Hourly associates in most work locations earn two kinds of paid time off (PTO) at the same time: **regular PTO**, and **Protected PTO** which can help you avoid attendance points for unplanned absences. Some associates earn only regular PTO; field temporary associates only earn Protected PTO.

If you don't use all the PTO you've earned before the end of each plan year on Jan. 31, it will either carry over to use in the next year or cash out in your paycheck. The details depend on what kind you earn and how much you have. Beginning Jan. 31, 2023, here is how your unused PTO will carry over and/or cash out.

## If you earn regular PTO and Protected PTO

- For carryover and cash out purposes, Protected PTO always carries over first.
- If your Protected PTO balance is 80 hours or more on Jan. 31, 80 hours carries over to start the new plan year. Any remaining Protected PTO balance and any regular PTO balance turns into cash.
- If your Protected PTO balance is less than 80 hours on Jan. 31, a portion of your regular PTO also carries over to start the new plan year to bring the combined carryover to 80 hours. Any extra regular PTO turns into cash.
- If your combined balance of Protected PTO and regular PTO is less than 80 hours on Jan. 31, both balances carry over to start the new plan year. You will not receive a cash-out.

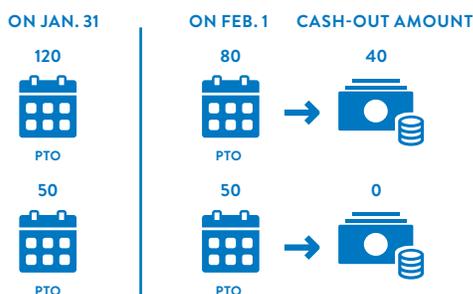
## Examples:



## If you only earn regular PTO

- If your PTO balance is 80 hours or more on Jan. 31, 80 hours of your PTO carries over to start the new plan year, and any extra turns into cash.
- If your PTO balance is less than 80 hours, all of your PTO carries over to start the new plan year. You will not receive a cash-out.

## Examples:



## About cash-out

If some of your paid time off cashes out, you'll receive a one-time payment of your total cash-out hours times your hourly rate of pay. You'll get it in the paycheck that includes Jan. 31. Standard taxes and payroll deductions apply, which you can see on your [online paystub](#) or [Workday](#). You can also check your balance any time on the [GTA Portal](#).

If you work in New York, Philadelphia (PA), Rhode Island, or Seattle (WA), carryover and cash-out works differently. See the Hourly PTO Policy for additional information.

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