

# A guide to PTO pay when a salaried associate leaves the company

How PTO payout works at separation of  
employment

Updated January 1, 2024

# Which PTO plan does the salaried associate have?

Walmart has two PTO plans for salaried associates:

## **Salaried PTO (Stores, Clubs, & Supply Chain\* locations)**

A set amount of PTO days advanced and available for use each plan year (February 1 – January 31). A portion of PTO is earned at the beginning of each month worked in the plan year. The amount earned is used in determining any amount to be paid when leaving the company.

\*Note: Salaried associates in Walmart Fulfillment Centers practice FlexTO

## **FlexTO (Home Office, Campus & Market-level and above)**

Flexible Time Off (FlexTO) gives the flexibility to take time off when needed to help maintain work-life balance, while managing time and work responsibilities. Time is not earned and is without a set balance of time off to use in a given plan year. No amount of FlexTO pays out when leaving the company.

Does the associate have FlexTO? Check the cost center [here](#) (the location where payroll wages are charged to).

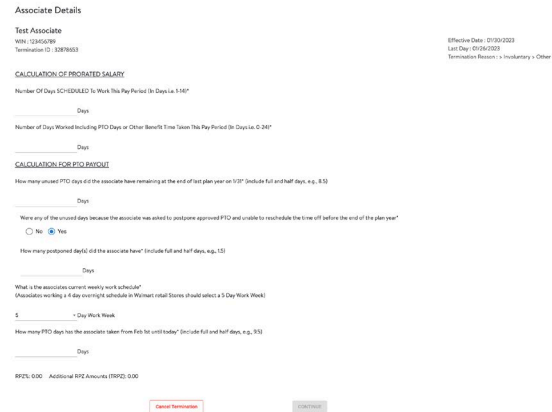


# When initiating the termination action, the ATPS screen questions reflect the associate's PTO plan assignment

**Note:** Larger view of ATPS screens can be found in the Appendix.

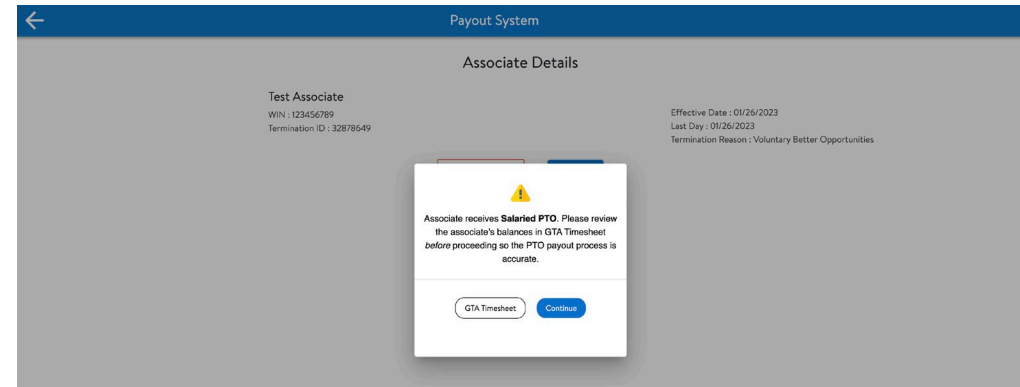
## Salaried PTO


User must enter values in the **CALCULATION FOR PTO PAYOUT** section.



## Salaried PTO in tracking required states (AZ, CA, MA, MN)

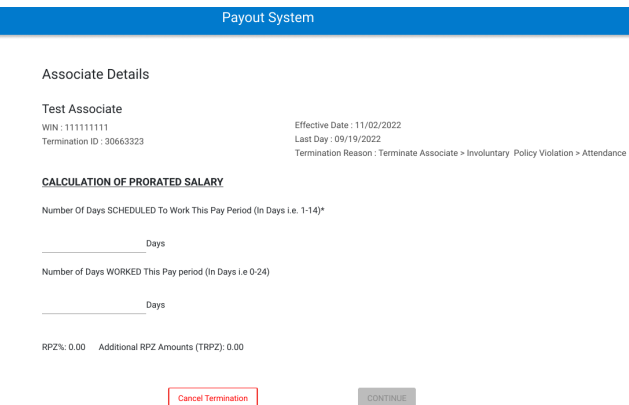
**CALCULATION FOR PTO PAYOUT VALUES** auto-populate from **GTA**



  
User must confirm [GTA](#) is correct before processing termination.

## FlexTO

User enters values in the **CALCULATION OF PRORATED SALARY** section only.



# Things that determine PTO payout at separation

Associates on the Salaried PTO plan only

1. Carryover of unused days from the previous plan year
2. How much PTO has been earned (sometimes referred to as accrual)
3. PTO usage in the current plan year
4. PTO Policy and any applicable state/jurisdictional rules



More resources are available on the [Salaried PTO Tools](#) page on One.Walmart.com.

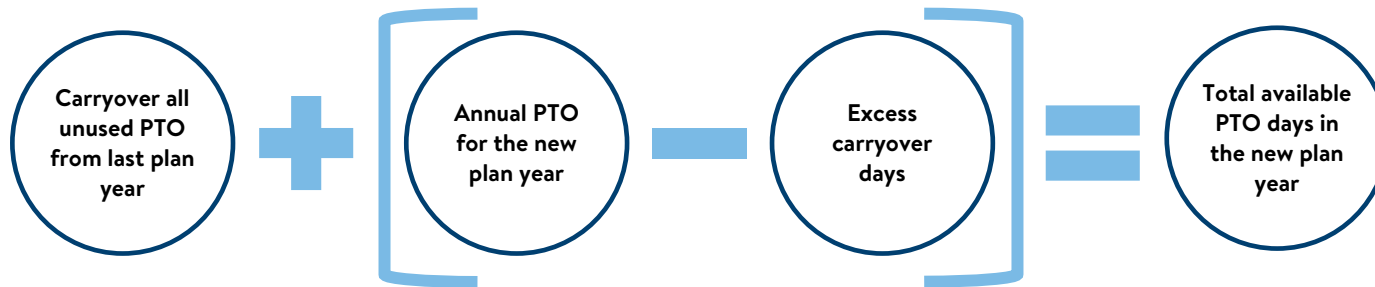
# Carryover of unused days from the previous plan year

Associates on the Salaried PTO plan only

**All** unused PTO carries over to the new plan year.

When the amount exceeds a certain amount (see chart for that amount), the new annual PTO is reduced by the excess amount.

Additionally, excess carryover delays the earning of additional PTO in the new plan year. See [policy](#) for additional details.

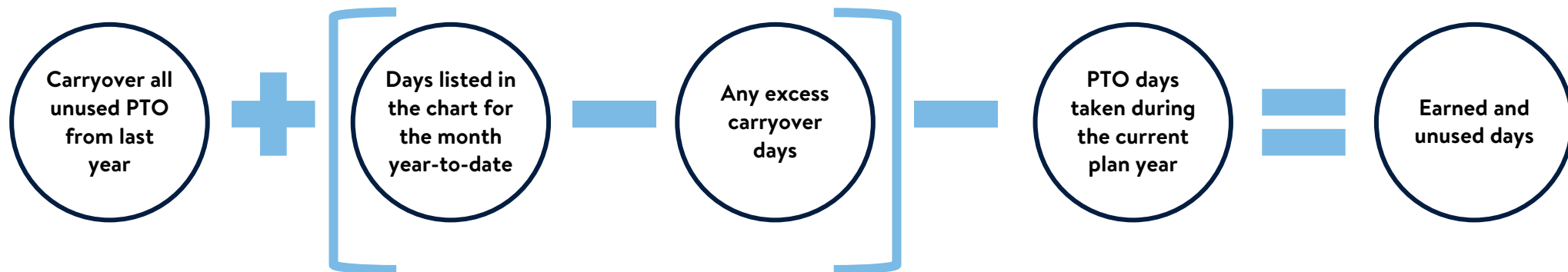


Location	Carryover from previous year that does not affect the new plan year
California	10 days
Chicago/Cook County, IL	8 days
Colorado	6 days
Dallas, TX	8 days
Minnesota	10 days
New Mexico	8 days
New York	7 days
Philadelphia, PA	10 days
Seattle, WA	13 days
Washington, D.C	14 days
All other states/locations	5 days

# The formula for determining earned and unused PTO days

Associates on the Salaried PTO plan only

All unused PTO days from the previous year are added to the amount of PTO earned up to the month of separation. Then, PTO days taken in the plan year (from February 1 up to and including the separation day) are subtracted. The result is the amount of earned and unused PTO days.



**Note:** If any excess carryover days exceeds the days earned in the plan year up to the month of separation, then no additional PTO is earned in the plan year. Any negative value in this portion of the formula is raised to zero (0).

# Policy and rules that apply to PTO payout

Associates on the Salaried PTO plan only

The PTO Policy and applicable state and/or jurisdictional rules are applied to determine the final PTO payout at separation.

**Up to five days** of earned and unused PTO will be paid upon separation, provided you have been with Walmart Inc. for at least one year. **Except** in:

- Rhode Island where all earned and unused paid time off is paid out to you if you have been with Walmart for at least one year.
- California, Colorado, Illinois, Louisiana, Maine, Massachusetts, Nebraska, North Dakota, or Wyoming where all earned and unused paid time off will be paid out to you regardless of how long you've been with the company.

## **When you leave**

If you have used more PTO days than you have earned, no PTO is paid out to you. You will not be asked to repay any PTO you had used but had not yet earned.



# PTO pay at separation example – no excess carryover

Associates on the Salaried PTO plan only

**Mary** is leaving the company in the month of June (the 5<sup>th</sup> month of the plan year). Since she's in her 4<sup>th</sup> PTO Service Year and works a 5-day schedule, she has earned 11 additional PTO days this year per the [salaried earning chart](#).

Mary had just 2 unused PTO days at the end of last plan year. She has used 9 days since Feb 1 and works in a location where the maximum PTO payout is 5 days.

Mary receives a PTO payout of **4** days.

Earned PTO days this plan year per the Salaried PTO earning chart:

5 day Work Week	# of Days	1st month worked in plan year	2nd month worked in plan year	3rd month worked in plan year	4th month worked in plan year	5th month worked in plan year
0-1	21	2	4	5	7	9
2	23	2	4	6	8	10
3-5	26	2	4	7	9	11

Using the formula for determining earned and unused days:



$$2 + [11 - 0] - 9 = 4$$



# PTO pay at separation example – with excess carryover

Associates on the Salaried PTO plan only

**Joe** is leaving the company in the month of September (the 8<sup>th</sup> month of the plan year). Since he's in his 14<sup>th</sup> PTO Service Year and works a 4-day schedule, he has earned 18 additional PTO days this year per the [salaried earning chart](#).

Joe had 10 unused PTO days at the end of last plan year. Five of those days are excess carryover since in his work location up to 5 days can carryover without affecting the new plan year.

He has used 13 days since Feb 1 and works in a location where the maximum PTO payout is 5 days.

Joe receives a PTO payout of **5** days.

Earned PTO days this plan year per the Salaried PTO earning chart:

4 day Work Week	# of Days	1st month worked in plan year	2nd month worked in plan year	3rd month worked in plan year	4th month worked in plan year	5th month worked in plan year	6th month worked in plan year	7th month worked in plan year	8th month worked in plan year
0-1	17	2	3	4	6	7	9	10	11
2	18	2	3	5	6	8	9	11	12
3-5	21	2	4	5	7	9	11	12	14
6-9	25	2	4	6	8	10	13	15	17
10-14	27	2	5	7	9	11	14	16	18

Using the formula for determining earned and unused days:



$$10 + [18 - 5] - 13 = 10$$

# PTO pay at separation example – more used than earned

Associates on the Salaried PTO plan only

**Ann** is leaving the company in the month of April (the 3<sup>rd</sup> month of the plan year). Since she's in her 11<sup>th</sup> PTO Service Year and works a 5-day schedule, she has earned 9 additional PTO days this year per the [salaried earning chart](#).

Ann used all PTO days last plan year. She has used 13 days since Feb 1 and works in a location where the maximum PTO payout is 5 days.

Ann receives a PTO payout of **0** days.  
No pay back of used but unearned days.

Earned PTO days this plan year per the Salaried PTO earning chart:

5 day Work Week	# of Days	1st month worked in plan year	2nd month worked in plan year	3rd month worked in plan year
0-1	21	2	4	5
2	23	2	4	6
3-5	26	2	4	7
6-9	31	3	5	8
10-14	34	3	6	9

Using the formula for determining earned and unused days:



$$0 + [9 - 0] - 13 = -4$$

# PTO pay at separation example – all earned & unused pays out

Associates on the Salaried PTO plan only

**Tom** is leaving the company in the month of May (the 4<sup>th</sup> month of the plan year). Since he's in his 3<sup>rd</sup> PTO Service Year and works a 5-day schedule, he has earned 9 additional PTO days this year per the [salaried earning chart](#).

Tom had 11 unused PTO days at the end of last plan year. That means he had 1 day of excess carryover since in his work location up to 10 days can carryover without affecting the new plan year.

He has used 5 days since Feb 1 and works in a location where all earned and unused days pay out when leaving the company.

Tom receives a PTO payout of **14** days.

Earned PTO days this plan year per the Salaried PTO earning chart:

5 day Work Week	# of Days	1st month worked in plan year	2nd month worked in plan year	3rd month worked in plan year	4th month worked in plan year
0-1	21	2	4	5	7
2	23	2	4	6	8
3-5	26	2	4	7	9

Using the formula for determining earned and unused days:



$$11 + [9 - 1] - 5 = 14$$

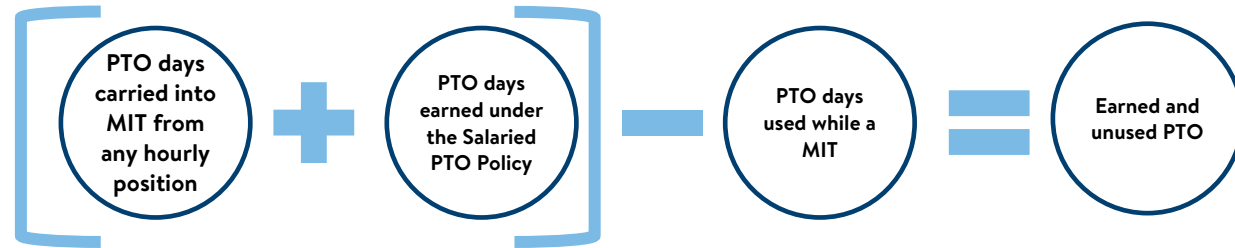
# Manual PTO Payouts for Managers in Training (MIT)

A Manager Trainee is a special hourly, non-exempt management position that receives Salaried PTO.

When leaving the company before placement into a permanent salaried manager role, the Manager or People Partner manually calculates and issues a One Time Payment (OTP) of any PTO payout due at termination.

Each day of PTO payout is paid using the daily rate of pay as a MIT.

**Step 1:** Determine earned and unused time.



**Step 2:** Apply the state rule for PTO payout.

**Step 3:** Issue a One Time Payout (OTP) of PTO days eligible for payout.

**Example:** Internal promote to MIT

- Celebrated 5<sup>th</sup> service year, promoted to MIT in June, works 5-day workweek
- Leaving the company in September, work location in Montana
- Carried a combined total of 57.69 hours of PTO from hourly role, used 5 PTO days while an MIT

$(57.69 \div 40) \times 5 = 7.2$  PTO days carried in

PTO days earned = 8

$(7.2 + 8) - 5 = 10.2$  earned & unused days

Applying state rule = **5** PTO days payout

**Example:** New hire MIT

- Works 5-day workweek
- Leaving the company after 5 months of employment, work location in Maine
- Used 3 PTO days while an MIT

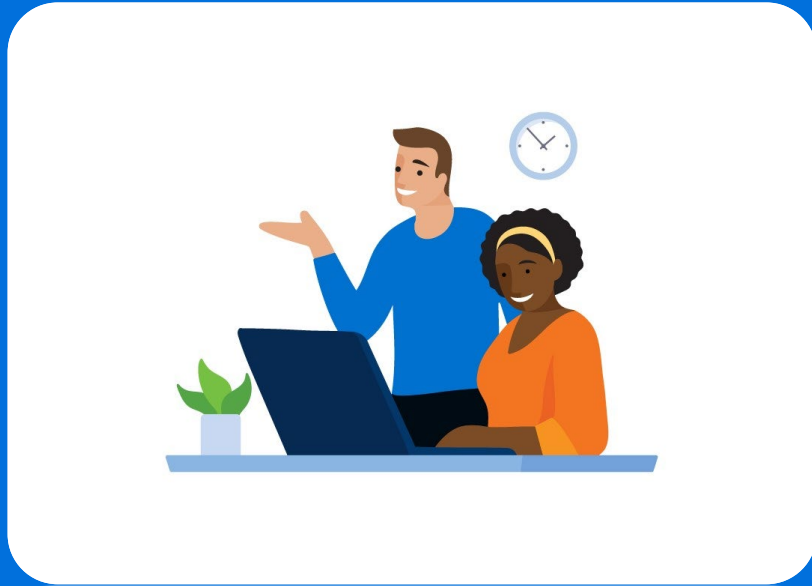
As a new hire, there is no hourly PTO

PTO days earned = 9

$(0 + 9) - 3 = 6$  earned & unused days

Applying state rule = **6** PTO days payout

See [Moving to Salaried](#) for info on converting hourly PTO to days and the [Salaried PTO Policy](#) for state payout rules.



# Have questions?

The People Services – PTO Team can help.

If you need more information about PTO pay when leaving the company, please reach out to:

[ptoadjst@walmart.com](mailto:ptoadjst@walmart.com) / 800-421-1362

# Appendix

ATPS System Screens (large view)

# ATPS screen for Salaried PTO plan

User must enter values in the CALCULATION FOR PTO PAYOUT section.

← Payout System

Associate Details

Test Associate  
WIN : 123456789  
Termination ID : 32878653

Effective Date : 01/30/2023  
Last Day : 01/26/2023  
Termination Reason : > Involuntary > Other

CALCULATION OF PRORATED SALARY

Number Of Days SCHEDULED To Work This Pay Period (In Days i.e. 1-14)\*

\_\_\_\_\_ Days

Number of Days Worked Including PTO Days or Other Benefit Time Taken This Pay Period (In Days i.e. 0-24)\*

\_\_\_\_\_ Days

CALCULATION FOR PTO PAYOUT

How many unused PTO days did the associate have remaining at the end of last plan year on 1/31\* (include full and half days, e.g., 8.5)

\_\_\_\_\_ Days

Were any of the unused days because the associate was asked to postpone approved PTO and unable to reschedule the time off before the end of the plan year\*

No  Yes

How many postponed day(s) did the associate have\* (include full and half days, e.g., 1.5)

\_\_\_\_\_ Days

What is the associates current weekly work schedule\*  
(Associates working a 4 day overnight schedule in Walmart retail Stores should select a 5 Day Work Week)

5 \_\_\_\_\_ ~ Day Work Week

How many PTO days has the associate taken from Feb 1st until today\* (include full and half days, e.g., 9.5)

\_\_\_\_\_ Days

RPZ: 0.00 Additional RPZ Amounts (TRPZ): 0.00

Cancel Termination CONTINUE

# ATPS screen for Salaried PTO plan in tracking required states (AZ, CA, MA, & MN)

CALCULATION FOR PTO PAYOUT VALUES auto-populate from GTA. User must confirm GTA is correct before processing termination.

The screenshot displays the 'Payout System' interface. At the top, there is a blue header with a back arrow and the text 'Payout System'. Below this, the main content area is titled 'Associate Details'. On the left side, the following information is listed: 'Test Associate', 'WIN : 123456789', and 'Termination ID : 32878649'. On the right side, the following information is listed: 'Effective Date : 01/26/2023', 'Last Day : 01/26/2023', and 'Termination Reason : Voluntary Better Opportunities'. In the center of the screen, a white modal box with a yellow warning icon contains the following text: 'Associate receives **Salaried PTO**. Please review the associate's balances in GTA Timesheet *before* proceeding so the PTO payout process is accurate.' At the bottom of the modal, there are two buttons: 'GTA Timesheet' and 'Continue'.



# ATPS screen for FlexTO plan

User enters values in the CALCULATION OF PRORATED SALARY section only.

← Payout System

Associate Details

Test Associate

WIN : 111111111      Effective Date : 11/02/2022  
Termination ID : 30663323      Last Day : 09/19/2022  
Termination Reason : Terminate Associate > Involuntary Policy Violation > Attendance

**CALCULATION OF PRORATED SALARY**

Number Of Days SCHEDULED To Work This Pay Period (In Days i.e. 1-14)\*

\_\_\_\_\_ Days

Number of Days WORKED This Pay period (In Days i.e 0-24)

\_\_\_\_\_ Days

RPZ%: 0.00    Additional RPZ Amounts (TRPZ): 0.00

[Cancel Termination](#)      [CONTINUE](#)