eCommerce Associate FAQs:
Overview of Walmart’s eCommerce Time Away from Work programs

Hourly Associates

What are Walmart’s time away from work programs for hourly associates?

Time off programs for hourly associates are available by job classification. The chart below highlights programs available to you.*

<table>
<thead>
<tr>
<th>Time Away from Work Program</th>
<th>Full-time associates</th>
<th>Part-time associates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTO</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Holidays</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Disability (short-term and long-term)</td>
<td>✓</td>
<td>–</td>
</tr>
<tr>
<td>Maternity paid leave</td>
<td>✓</td>
<td>–</td>
</tr>
<tr>
<td>Parental Pay</td>
<td>✓</td>
<td>–</td>
</tr>
<tr>
<td>Leave of absence</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Here is the PTO earning rate chart for full-time hourly associates:

<table>
<thead>
<tr>
<th>Tenure</th>
<th>Rate you earn PTO</th>
<th>Max PTO hours/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>17.3 hours = 1 PTO hour earned</td>
<td>120</td>
</tr>
<tr>
<td>2</td>
<td>15.3 hours = 1 PTO hour earned</td>
<td>136</td>
</tr>
<tr>
<td>3-5</td>
<td>11.8 hours = 1 PTO hour earned</td>
<td>176</td>
</tr>
<tr>
<td>6-9</td>
<td>10 hours = 1 PTO hour earned</td>
<td>208</td>
</tr>
<tr>
<td>10-14</td>
<td>9.3 hours = 1 PTO hour earned</td>
<td>224</td>
</tr>
<tr>
<td>15-19</td>
<td>7.9 hours = 1 PTO hour earned</td>
<td>264</td>
</tr>
<tr>
<td>20+</td>
<td>6.8 hours = 1 PTO hour earned</td>
<td>304</td>
</tr>
</tbody>
</table>

Here is the PTO earning rate chart for part-time associates:

<table>
<thead>
<tr>
<th>Tenure</th>
<th>Rate you earn PTO</th>
<th>Max PTO hours/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>43.33 hours = 1 PTO hour earned</td>
<td>48</td>
</tr>
<tr>
<td>2</td>
<td>20 hours = 1 PTO hour earned</td>
<td>104</td>
</tr>
<tr>
<td>3-5</td>
<td>20 hours = 1 PTO hour earned</td>
<td>104</td>
</tr>
<tr>
<td>6-9</td>
<td>20 hours = 1 PTO hour earned</td>
<td>104</td>
</tr>
<tr>
<td>10-14</td>
<td>20 hours = 1 PTO hour earned</td>
<td>104</td>
</tr>
<tr>
<td>15-19</td>
<td>20 hours = 1 PTO hour earned</td>
<td>104</td>
</tr>
<tr>
<td>20+</td>
<td>14.44 hours = 1 PTO hour earned</td>
<td>144</td>
</tr>
</tbody>
</table>

*City and state variations may apply.

When does the Walmart PTO program begin?

For hourly associates, the Walmart PTO program begins on Feb. 3, 2018. You’ll remain on your current time off programs until then. Disability, leave and maternity programs begin Jan. 1, 2018.

How much PTO will I have?

The amount of PTO you earn depends on your service hours (hours actually worked plus benefit hours) and how long you’ve been with the company. If you have a change in job status, such as going from full-time to part-time, the amount of PTO you’re eligible to earn will change.
How much PTO will I receive in 2018?

Your 2018 Walmart PTO has two parts:
1. Your earned and unused legacy PTO moves to Walmart – we’ll load your time off into Walmart’s system.
2. You’ll earn additional PTO beginning Feb. 3, 2018 – you’ll continue to earn PTO throughout the year at the earning rate for your tenure band.

For hourly Shoes’ associates, your 2017 PTO will follow Walmart cash out and carry over provisions of the hourly PTO policy.

What happens to all of the paid time off I earned in the past?

Your PTO balance will include all of your available and unused PTO as of Feb. 2, 2018. This will be your starting Walmart PTO balance and will be available for you to use beginning Feb. 3, 2018. For hourly Shoes’ associates, your PTO balance for 2018 will be the amount carried over from 2017.

What is the “PTO Plan year?”

The PTO program runs on a special plan year, not the calendar year. The next PTO Plan year begins Feb. 3, 2018, and ends Jan. 31, 2019.

I just need a couple of hours off. Can I use PTO for less than a day?

You can request as little as 15 minutes of PTO at a time. Any available PTO will be paid, if the time off request is approved.

Will I lose my PTO if I do not use it?

There’s no “use it or lose it” with PTO. If you have PTO hours left over on Jan. 31, 2019, then you can carry over up to 80 hours for full-time hourly associates (48 for part-time) into the next Plan year. Remaining PTO over 80 hours for full-timers and 48 hours for part-timers will automatically be paid out to you at the end of the Plan year in Feb., beginning in 2019.

What are “service hours” and how are they earned?

Service hours include hours you work plus overtime and other paid time such as disaster pay, bereavement, jury duty, parental pay and enhanced military leave hours and associates will even earn PTO hours while on PTO.

Can I use PTO time while I’m on short-term disability?

You are not able to request PTO while you are collecting short-term disability benefits. However, you may use PTO to get paid for your scheduled hours during the seven calendar day waiting period while on short-term disability. Some city and state variations may apply.

I’d like to celebrate other holidays not recognized by Walmart. How will that work?

Once approved, associates are welcome to take PTO for any holiday not recognized by Walmart. All full-time and part-time eCommerce associates receive seven paid holidays in 2018, after meeting a 90-day waiting period. This waiting period includes time you’ve worked at your previous company.

I’ve planned for a vacation in March of 2018 and already have the time approved. Will my approval and request transfer to Walmart’s PTO system?

Yes. You’re all set as your request and approval will transfer over to our system.

I had surgery in 2017 and took a leave while recovering and received short-term disability payments. Will I qualify for a leave of absence and short-term disability in 2018 if I need it?

If you have another disabling condition in 2018, you may be eligible for both a leave and short-term disability coverage. Please contact Sedgwick, our leave administrator for specific questions.

I am expecting a baby and my due date is in Jan. 2018. How will my benefits work?

Congrats! For full-time hourly associates, your maternity provision of Walmart’s short-term disability is available to you beginning Jan. 1, 2018. Here is how your benefits will work:
• Request a leave of absence by contacting Sedgwick
• Review your time off options for getting paid and keeping your medical and other benefits while on maternity leave by going to the maternity placemat.
I am currently on a leave of absence and expect to return to work in the end of Jan. 2018. How will my leave be handled?

You will remain under your current leave program and after you return to work, you’ll transition to Walmart’s time away from work programs.

In Dec. 2017, I started working for one of the online brand retailers. When will I be eligible for Walmart’s time off programs?

Since you were hired recently by Walmart brand, here is when you’ll be eligible for Walmart time off programs:

- PTO and holiday – following a 90-day eligibility period, you’ll begin earning PTO and become eligible for holiday pay beginning in Feb. 2018.
- Disability coverage – for associates hired before Dec. 31, 2017 at an online brand, you’ll automatically be enrolled in Walmart’s short-term disability basic coverage. For associates hired after Dec. 31, 2017, following a 12-month eligibility period, you’ll be automatically enrolled at that time.

Please note, city and state variations apply to Walmart’s time off programs. Please ask your People Partner any specific questions about your location.

I am expecting a baby in March 2018 and started working for an online brand retailer in June 2017. As a full-time hourly associate, will I qualify for the maternity provision of the short-term disability benefits?

Congrats! Yes, you will qualify for Walmart’s short-term disability benefits which have a maternity provision. Please reach out to Sedgwick, Walmart’s leave of absence administrator, and your People Partner to learn more.

It seems like some of the Walmart time off programs are different than my old brand programs. Why is that?

As you transition to Walmart’s total rewards, some programs may not be equivalent to what you’ve had in the past. Some programs will be enhanced, like being able to turn your unused PTO into cash each year, and having a maternity benefit paid at 100 percent. Each year, we look carefully at our total rewards and benchmark our offerings against other major retailers. We will continue to evaluate our total reward offerings.

Salaried and Metro Professional associates

How much FlexPTO will I have?

FlexPTO does not have minimums or maximums, allowing you to take the time away from work you need. There are some limitations to using FlexPTO while you’re on a leave of absence.

Which types of associates are eligible for FlexPTO?

Associates eligible for FlexPTO are:
- Salaried associates
- Metro Professional associates (non-exempt associates eligible for salaried/management benefits)
- Customer Experience Ninjas (hourly associates at Bonobos HQ)

What happens to all of the paid time off I earned in the past?

If your previous PTO or vacation programs had time that was granted or accrued, then the balance of your paid time off programs through Jan. 31, 2018, will be paid out to you in Feb. 2018. This does not apply to Bonobos sick time, which will remain in a separate program.

When do the Walmart time off programs begin?

Here is when the time off programs for eComm associates begin:

- FlexPTO – begins Feb. 1, 2018
- Disability/maternity/leave of absence – begins Jan. 1, 2018

What is the “plan year”?

The FlexPTO program runs on a special plan year, not the calendar year. The first plan year begins Feb. 1, 2018 and ends Jan. 31, 2019.

I just need a couple of hours off. Can I use FlexPTO for less than a day?

FlexPTO may be requested in increments of one half or one full day. When you are off work less than one half day, you’ll need to let your manager know your need to be away from work for part of the workday, but you will not need to use FlexPTO.
Can I use FlexPTO time while I’m on short-term disability?

You are not able to request FlexPTO while you are collecting short-term disability benefits. However, you may use FlexPTO to get paid for your scheduled hours during the seven calendar day waiting period while on short-term disability. Some city and state variations may apply.

How do I request and record use of FlexPTO?

You’ll want to discuss your time off needs with your manager, then use the designated time off management system for your work location to record the FlexPTO you use.

What if I need time off to care for an immediate family member?

We understand there may be times when associates need time off to care for a family member. The Parental Pay and Family Care Policy allows for two weeks of paid leave while on an approved leave to care for an immediate family member. Working with Sedgwick’s specialists will help you make the most of your leave options.

I have recently been promoted to a metro professional associate from hourly. When will I become eligible for FlexPTO and what happens to my hourly PTO balance?

You will become eligible for FlexPTO as of the date of your job classification changes to metro professional. In addition, your accrued and unused PTO will be paid out to you on the last paycheck before the effective date of your promotion to metro professional.

My role is transitioning to Bentonville. Will I keep FlexPTO?

Once your position moves to Bentonville, your PTO will move to a PTO grant, according to policy. This means your PTO will be granted annually in a lump sum up to an annual maximum.

What resources are available to learn more about Walmart’s eCommerce time off programs and where can I find them?

You’ll find PTO, disability and leave related information on WalmartOne.com/eCommTimeOff. Or, feel free to call our People Services Team at 800-421-1362.