



Meet Matt

31 PTO DAYS

✓ The New Transfer

✓ Recently promoted to Assistant Manager

✓ New to the city

✓ 6 years with Walmart

His story

Matt was recently promoted to a salaried position and transferred to this store, so he's relatively new to the city. His family lives in another state and his hours at Walmart sometimes get in the way of making new friends or getting connected with his new city.

Because he's still learning the job, he didn't consider taking PTO for the first nine months. Unless he's planning a big vacation, Matt doesn't see the point in taking PTO just to stay home. Once, some friends from high school planned a weekend in Vegas but he had to pass—other managers had already planned time off on those days and there wasn't really anyone who could fill in for him.

Are you like Matt?

Going above & beyond

If you feel pressure to perform and not make mistakes, you become **more "me" than "we."**

What you can do:

Pre-prepare

Standardize a system of coverage:

- Create clear delegation of responsibility
- Consistent cross-training
- Support fellow managers when they're out
- Trust others to take care of things

Narrow ideas of PTO use

Seeing PTO as something to use only for planned vacations gives **no chance to recharge.**

What you can do:

Think wider

Maximize your PTO potential:

- Take 1, 2, or 3 days of PTO, not just a week or more of vacation
- Plan on taking off a holiday every now and then
- When you're out sick, use your PTO instead of making up the missed time

Sacrifices personal life

Choosing work over personal events and interests makes for a **limited life box.**

What you can do:

Be balanced

Don't be afraid to invest in yourself:

- It's okay to disengage; give yourself permission
- Focus on your health/well-being
- Checking out means being more checked-in at work

Go to [OneWalmart](#) > Me > My Time > Paid Time Off (PTO) > PTO for Salaried Associates to learn more!

[OneWalmart](#) > Salaried PTO Policy

People Services at **800-421-1362**





Meet Sally

36 PTO DAYS

- ✓ The PTO-Positive Leader
- ✓ 4 years in location
- ✓ Complex SM
- ✓ 22 years with Walmart

Her story

When Sally took over a complex Supercenter in a rough neighborhood four years ago, she had a lot of work to do. Filling open positions on her management and hourly teams was a top priority. She focused on training, building confidence, independent thinking, and team trust.

She makes taking her own PTO a priority and uses all but a few days that she saves for unexpected emergencies. She models using the PTO Tracker, posts the team calendar, and incorporates PTO planning into quarterly activities. She also displays vacation pictures in the office.

Sally gets to every PTO request within 48 hours and is proud that she's never completely denied a request or asked someone to postpone their time off.

Are you like Sally?

Team stability and trust

When you quickly fill staffing gaps and create a team culture, **taking PTO is easier.**

What you can do:



Build culture

Aim to keep turnover low and create a healthy team culture:

- Get to know your team
- Create leaders, not managers
- Promote a culture of learning
- Trust others to take care of things
- Provide timely feedback

Models work-life balance

By taking PTO and sharing the good for business idea, you **support focus at work.**

What you can do:



Be balanced

Don't be afraid to invest in yourself:

- It's okay to disengage; give yourself permission
- Take time to recharge
- Focus on your health/well-being
- Checking out means being more checked-in at work

Strong training and routines

Cross-training and clear delegation of responsibility **keeps operations running smoothly.**

What you can do:



Pre-prepare

Standardize a system of coverage:

- Create clear delegation of responsibility
- Consistent cross-training
- Support fellow managers when they're out
- Trust others to take care of things

Go to **OneWalmart** > Me > My Time > Paid Time Off (PTO) > PTO for Salaried Associates to learn more!

OneWalmart > Salaried PTO Policy

People Services at **800-421-1362**





Meet Ami

26 PTO DAYS

✓ The Enthusiastic Planner

✓ Established Assistant Manager

✓ Grew up in the area

✓ 4 years with Walmart

Her story

Ami is an Asset Protection Assistant Store Manager. Her facility is struggling with theft and loss of merchandise lately, so her job keeps her very busy.

Time off with family and friends is important to Ami. It can be challenging to secure time off and stay in good standing with her manager, so she schedules her time off as far in advance as possible and plans the best time to ask her manager for PTO. She also uses the PTO Tracker to help her stay on top of her time.

Ami makes a plan to keep things running smoothly while she's out and gets caught up before she goes. She feels that informing everyone and having a good plan will make it easier to get time off in the future.

Are you like Ami?

Leverage technology

Using available systems to make taking PTO easier **provides transparency.**

What you can do:



Get techy

Use tools to make taking PTO easier:

- Send PTO requests as Outlook Calendar invites so your manager can easily approve
- Use the PTO Tracker for visibility
- Use video, photos, and apps to stay in touch remotely if needed

Thorough preparation

Preparing to sign off and unplug from work **prevents stress.**

What you can do:



Be prepared

Tackle the must do's and leave instructions for the rest:

- Block out time to get important things done
- Keep everyone updated
- Assign critical tasks while you're out
- Bring in backup if needed

Empower others

Giving team members the tools to get the job done **builds trust and confidence.**

What you can do:



Hand-off

Allow others to shine and do the job:

- Win support from your peers and associates to help while you're out
- The day before, say goodbye and arrange the hand-off
- If you do check in, set limits and don't trap yourself into work mode

Go to **OneWalmart** > Me > My Time > Paid Time Off (PTO) > PTO for Salaried Associates to learn more!

OneWalmart > Salaried PTO Policy

People Services at **800-421-1362**





Meet Chris

36 PTO DAYS

- ✓ The Walmart Loyalist
- ✓ Co-Manager
- ✓ Moved up through hard work
- ✓ 25 years with Sam's Club

His story

Chris got where he is through hard work and dedication. To him, having a good job is a luxury, and now that he's built a career at Sam's Club, he feels hard work is his duty. Taking PTO makes him feel guilty, or even a bit lazy. Almost half his PTO days go unused. Chris knows it's his job to review and approve PTO requests for his team, but he doesn't entirely respect those who try to use all their PTO grant or take sick days outside of emergencies. Plus, reviewing requests takes too much time: PTO Tracker, paper wall calendar, send an email. Running a club is a demanding, always-on environment and PTO distracts from that.

Are you like Chris?

Work-life is low priority

When PTO isn't linked to wellness and productivity, **PTO use is frowned upon.**

What you can do:



Be positive

PTO can do great things for your business:

- Reduces unscheduled absences
- Provides competitive advantage and helps keep talent
- Less burnout = higher morale
- Lowers overall benefits cost

Always-on mindset

Seeing your job as an endless chase you can't step away from **leads to burnout.**

What you can do:



Turn it off

Or at least turn it down:

- Being a hard worker and team player is great, but the stress of overworking can be destructive and harm your health and relationships
- Know your limits and create boundaries for yourself

PTO becomes a guilt trip

Not seeing the importance of using—or granting—PTO **blocks the path to better living.**

What you can do:



Reframe

Take the guilt out of PTO:

- Reframe PTO from the top down as a key to better living
- Make sure everyone gets equal access to PTO
- Make taking PTO as simple as possible
- Don't ask people to justify their PTO

Go to **OneWalmart** > Me > My Time > Paid Time Off (PTO) > PTO for Salaried Associates to learn more!

OneWalmart > Salaried PTO Policy

People Services at **800-421-1362**





Meet Zoe

120 PTO HOURS

✓ The Rising Star

✓ New Hourly Supervisor

✓ Millennial

✓ 2 years with Sam's Club

Her story

Zoe watched her parents work really hard. In fact, their work was a central part of their lives. She wants to take a more balanced approach to her career with Sam's Club.

Zoe wants to be a leader, but she also wants more time away from work to pursue her interests.

With just three weeks of PTO, she'd like to be promoted to a salaried management position where the PTO grant is substantially more. But she's also worried that the high-achievement culture at Sam's is at odds with PTO and work-life balance. Her manager rarely takes time off and there are so many blackout dates. It's almost like PTO is just a bonus you may or may not get to use.

Are you like Zoe?

Make PTO doable

Building flexibility into PTO scheduling wherever possible helps you say yes more.

What you can do:



Be bendy

PTO guidelines are important, but so is flexibility. Here's how to help:

- Advertise days that are open
- Practice quarterly PTO planning for better visibility
- Give associates alternate choices when needed

Reduce blackout dates

Making more dates on the calendar available for PTO provides more freedom.

What you can do:



Lighten up

We're changing to standardized blackout periods for planned time off:

- Week before and week of Thanksgiving
- Week before and week of Christmas
- Two additional weeks per fiscal year based on business needs

Encourage short spurts

Taking PTO in 1, 2, or 3 day increments **enables more grant use.**

What you can do:



Mini-breaks

Using a day of PTO here and there can really make a difference:

- Taking off just one day every other month uses 6 days
- Doing a long weekend once a quarter uses 8 days
- Using 3 days just 3 times gives you 9 days off

Go to **OneWalmart** > Me > My Time > Paid Time Off (PTO) > PTO for Salaried Associates to learn more!

OneWalmart > Salaried PTO Policy

People Services at **800-421-1362**

