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Illness Protection Pay Policy (PD-63) - National

Updated: October 1, 2009

This policy applies to eligible hourly non-exempt associates who work for Wal-Mart Stores, Inc., or one of its subsidiary companies, in the United States ("Walmart"), except for associates who work in the following states (click on the individual state for the policy applicable in that state):

California	Connecticut	District of Columbia	Hawaii
Maine	Maryland	Minnesota	Nevada
New Hampshire	New Jersey	Oregon	Rhode Island
Vermont	Washington	Wisconsin	

Policy

Walmart's Illness Protection Pay helps protect you and your family from the financial hardship you may experience due to lost time at work. The company provides Illness Protection Pay to eligible hourly non-exempt associates if you are unable to perform your regular work duties due to a qualifying circumstance, as described below.

If you do not qualify for Illness Protection Pay, you may be eligible for Short-Term Disability coverage or State Disability Insurance benefits. Refer to the Associate Benefits Book for more information. Additionally, you may qualify for unpaid leave pursuant to the Leave of Absence Policy (PD-24) or for Personal Time Pay (PD-65) or Vacation Pay (PD-64).

This policy does not change or expand any terms or conditions of the Leave of Absence Policy (PD-24) or any other policy. Rather, this policy describes the circumstances under which you may receive pay during time off due to a qualifying condition.

Eligibility

You are eligible for Illness Protection Pay if you are a regular, full-time, hourly non-exempt associate, which means that you work in a full-time hourly position. Associates who are hired on a temporary basis are not eligible for Illness Protection Pay.

Accruing Illness Protection Pay

You begin to accrue Illness Protection Pay immediately upon employment at the rate of .023077 hours for each *service hour*, up to a maximum of 2080 hours per year. At this rate, you can accumulate an average of one-half workday per month or six *average workdays* per year.

You may accrue up to a maximum of 192 *Illness Protection Pay* hours. The company automatically converts to Personal Time any available *Illness Protection Pay* you earn beyond 192 hours at a conversion rate of 0.5 Personal Time Pay hours for each available Illness Protection Pay hour. Refer to the Personal Time Pay Policy (PD-65) for more information. Field Logistics associates refer to the 192 Club Policy (20-118).

You may not use *accrued Illness Protection Pay* until you have worked six continuous months, at which time accrued Illness Protection Pay becomes available Illness Protection Pay. That is, accrued Illness Protection Pay is not available for your use until you have worked six continuous months.

Accrued Illness Protection Pay means the amount of Illness Protection Pay you accumulate based on your service hours during your first six months of employment. After six continuous months of employment, you will continue to accrue Illness Protection Pay hours each pay period, which automatically converts to available Illness Protection Pay as payroll processes each pay period.

Available Illness Protection Pay means the Illness Protection Pay that is available for your immediate use after the first six months of employment. Your paycheck stub identifies how many Illness Protection Pay hours you have available.

Average workday means the average number of hours you worked per week (as listed on the Payroll Listing) divided by the average number of days worked.

Service hour means an hour for which you receive compensation from Walmart. Service hours include actual hours worked and benefit hours (such as bereavement pay, holiday pay, illness protection pay, vacation pay, personal time pay, and jury duty pay). Compensation received from an insurance company, (such as payments received while on short-term or long-term disability and workers' compensation benefits), does not count towards service hours because it is not compensation from Walmart.

Qualifying Circumstances

You may use your available Illness Protection Pay when you are absent from work for the following qualifying circumstances:

- You are unable to perform your essential job duties due to your own *illness or injury*.
- You need time off from work to care for a child who is ill or injured.
- You are on an approved leave of absence to care for an *immediate family member* who suffers from a serious health condition or for parental reasons, as defined in the Leave of Absence Policy (PD-24).

Immediate family member means, whether by birth, adoption, or marriage, your *child, parent, or spouse*.

Child means your biological, adopted, or foster child, stepchild, legal ward, or child for whom you have assumed the day-to-day responsibility to provide care and financial support, so long as the child is under 18 years old or unable to care for him/herself due to a disability. It includes the child of your spouse.

Parent means your biological parent or the person who had the day-to-day responsibility to provide care and financial support to you as a child. It includes the parent of your spouse.

Spouse is as defined by state law.

Illness or injury means an injury, impairment, physical or mental condition according to your health care provider, which may include work-related conditions, and any incapacity due to pregnancy or for prenatal care.

Using Available Illness Protection Pay

You may use available Illness Protection Pay only after a *waiting period* of one average workday, when you are absent from work due to qualifying circumstances, for the following periods:

- For the duration of your own illness or injury, until you begin receiving short or long-term disability or workers' compensation benefits
- For the duration of your child's illness or injury
- For the duration of your approved leave of absence to care for your immediate family member's serious medical condition

Waiting Period

You must wait one scheduled workday before using your available Illness Protection Pay. An additional waiting period is required for each *separate absence*, but an additional waiting period is not required for a *continuous absence*. You will not receive Illness Protection Pay during the waiting period. However, you may elect to use available Vacation Pay or Personal Time Pay to provide income for that day. Refer to the Vacation Policy (PD-64) and the Personal Time Pay Policy (PD-65) for more information.

Continuous absence means a new period of absence for the same or related qualifying circumstance taken after you have returned to work for a period of one or less than one regular work day. If you are on a reduced hours or intermittent leave of absence, your absences under your approved leave period are considered continuous. Any subsequent leave periods, whether for the same or a separate condition, will require a new waiting period.

Separate absence means a new period of absence for a new qualifying circumstance taken after you have returned to work from an illness protection absence.

Note: Field Logistics associates on a reduced hours or intermittent leave will also be required to satisfy an additional waiting period every six months upon recertification of the leave by a healthcare provider.

Requesting Illness Protection Pay

Providing Advance Notice and Verification

You must provide notice of the need for Illness Protection Pay, to the extent possible, and submit the required documentation in order to receive Illness Protection Pay, as more fully described below.

You must promptly notify your supervisor of your need to use Illness Protection Pay and advise him/her of the reason for your absence.

If you will be absent for more than three days, you should submit a completed Request for Leave of Absence Form. You should submit the required documentation for approval to your supervisor. Requesting a leave of absence does not automatically assume the leave will be approved. Please refer to the Leave of Absence Policy (PD-24) for additional information.

Requesting Illness Protection Pay

To obtain Illness Protection Pay (and any available Vacation Pay or Personal Time Pay), you must submit a completed Hours Adjustment/Prize or Award Form or a DC/TO Hours/Pay Adjustment/Prize or Award Form to your supervisor in advance of any qualifying absence, to the extent possible. If your supervisor approves your request, s/he will submit the request to the Payroll Department for processing.

Compensation-Related Issues

Calculating Overtime Pay

As with other benefit hours and pay, Illness Protection Pay is not counted toward determining whether you have worked overtime hours (*i.e.*, more than 40 hours per week), and Illness Protection Pay is not used in calculating your overtime pay rate. Only actual hours worked are used to calculate your overtime pay.

Illness Protection Benefits at Termination

You will not be paid for any unused Illness Protection Pay upon termination of your employment.

Contacts

For further guidance, contact:

Facility	Contact Person
Walmart Stores	Store Manager Market Manager Market Human Resources Manager Regional Human Resources Director
Sam's Clubs	Club Manager Market Manager Market Human Resources Manager Regional Human Resources Director
Field Logistics	Human Resources Manager Regional Human Resources Manager
Home Office	People Manager People Director

Last Updated: September 21, 2009

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