

Attendance/Punctuality Policy - [REDACTED]

Updated: October 15, 2016

One of Walmart's basic beliefs is service to our customers. In order to provide extraordinary customer service, we must have the right associate, in the right place, at the right time. To accomplish this, as a Walmart hourly store associate, you should be both punctual and present for all scheduled shifts. We understand that you may have to miss work on occasion. However, regular and punctual attendance is a required and essential function of each associate's job. If you have excessive absences or incomplete shifts (arriving late or leaving early), you may be subject to termination. When possible, you should schedule time off in advance to avoid negatively affecting other associates, customers, and the company.

This policy applies to all hourly associates who work for Wal-Mart Stores, Inc., or one of its subsidiary companies, [REDACTED] except for Field Logistics, Home Office and Sam's Club associates.

Responsibility to Notify Management

You must make every effort to report absences or late arrivals (tardies) at least one hour prior to your scheduled start time, unless it would be unreasonable to expect you to report the absence due to circumstances outside of your control. Absences or late arrivals must be reported by calling the Associate Information Line call-in number at 800-775-5944 or by using the Report an Absence form available on WalmartOne. Failure to report absences or late arrivals through one of these two methods will result in your absence or late arrival counted as a No Call/No Show (see chart below).

The Associate Information Line and the Report an Absence form will generate a unique confirmation number. You should retain this confirmation number in case your HR representative needs it when you return to work. Reporting an absence or late arrival does not mean that it will be Authorized (see below). If you are unable to use one of the two methods described above, you may have another person report your absence or late arrival. If the Associate Information Line and the Report an Absence form on WalmartOne are not available for your store for any reason, you must report all absences and late arrivals directly to a member of management.

Types of Absences

Authorized Absences

If you are absent from a scheduled shift or work an incomplete shift for a reason that is Authorized, the absence/incomplete shift will not be considered part of your attendance record and will not result in disciplinary action. The types of Authorized absences are:

Bereavement (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075uhmEAA)

Jury duty (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075uhmEAA)

Reasonable accommodation (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075xt3EAA)

Community emergency volunteer time (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075uhmEAA)

Natural disasters, such as hurricanes, earthquakes, blizzards or tornadoes (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075hbHEAQ)

Voting time (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075uhmEAA)

Extraordinary circumstances approved by MHRM

Public evacuation (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075uhmEAA)

Workers' Compensation

Leave of Absence (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075hbHEAQ)

Any Other Absence Protected by Law

If you need to be absent for longer than three scheduled shifts, you should talk to your HR representative about applying for a leave of absence. Your HR representative can assist you with the application process.

Unauthorized Absences

An unauthorized absence means any time you are away from a scheduled shift for a reason that is not Authorized or approved by your supervisor or manager, even if you use an income replacement benefit (such as PTO) to offset lost work time. An unauthorized absence may result from arriving late or leaving early, as well as missing entire scheduled shifts. If you are absent for consecutive days, each shift you miss will be a separate unauthorized absence. Time off work to comply with the dress code will also be considered unauthorized for attendance purposes.

Occurrences

Each unauthorized absence will result in a partial occurrence or one or more full occurrences (see chart below). If you accumulate nine (9) or more occurrences in a rolling six-month period, through any combination, you will be subject to termination. For example, if you have eight (8) occurrences and receive an additional occurrence due to an unauthorized absence within the same six month period of time, you will be subject to termination. If you have eight (8) occurrences and receive half of an occurrence due to a LATE IN or EARLY OUT exception, you will not be subject to termination because you have not reached nine (9) occurrences. Working additional hours to make up lost work time will not excuse an unauthorized absence.

Occurrences for New Hires

Associates who have been employed for six (6) months or less since their most recent hire date are considered new hires. If a new hire accumulates four (4) or more occurrences in his or her first six (6) months of employment, through any combination, he or she is subject to termination. For example, if a new hire has three (3) occurrences and receives an additional occurrence due to an unauthorized absence within the first six months of employment, he or she is subject to termination. If a new hire has three (3) occurrences and receives half of an occurrence due to a LATE IN or EARLY OUT exception, the associate is not subject to termination because he or she has not accumulated four (4) occurrences.

After the first six months of employment, occurrences accumulated within the first six months will still be considered within the applicable rolling six-month period for purposes of determining if you have nine (9) or more occurrences. For example, if you were hired on January 1, and you have an occurrence on September 30 of that year, your occurrences from April 1 through September 30 will be considered.

No Call/No Show

If you are absent from a scheduled shift and do not report the absence to the Associate Information Line 800 number or the Report an Absence form on WalmartOne, you will receive a total of three (3) occurrences for the no call/no show and one (1) occurrence for the absence, resulting in a total of four (4) occurrences. If you do not report an absence on time, and after the fact your absence is authorized according to this policy, you may still be held accountable for the three (3) occurrences for the no call/no show. If you are absent for three workdays (consecutive or non-consecutive) in a rolling six-month period and do not report your absences by calling the Associate Information Line or using the WalmartOne web form, we will consider you to have abandoned your job, which will result in your voluntary termination of employment.

The chart below shows the number of occurrences that will be applied for specific unauthorized attendance exceptions.

Attendance Exception Type	Attendance Exception Definition	Occurrences
ABSENT	An associate has a scheduled shift but does not clock in within the schedule start and end time.	1

ABSENT NO CALL	An associate has an ABSENT attendance exception AND did not use one of the following methods to report the absence: 1. A call-in to the Associate Information Line (IVR) 800 number 2. A web form submitted using the Report an Absence form on WalmartOne.	3
LATE IN	An associate's clock in time is 10 or more minutes after the scheduled shift start time and no more than 120 minutes after the scheduled shift start time.	0.5
ABSENT LATE IN	Clock In time is more than 120 minutes after the scheduled shift start time.	1
EARLY OUT	An associate's clock out time is 10 or more minutes before the scheduled shift end time and no more than 120 minutes before the scheduled shift end time.	0.5
ABSENT EARLY OUT	Clock Out time is more than 120 minutes before the shift end time.	1

Leave of Absence

If an associate submits a request for a leave of absence (LOA) to Sedgwick, the associate must still report missed shifts as absences until the store receives notification from Sedgwick that an LOA has been requested. Failure to do so will result in the shift being coded as a No Call/No Show, and if the LOA is denied, the store must apply the appropriate number of occurrences. When an associate requests an LOA, any scheduled shifts missed after the request will be coded as conditional until Sedgwick approves or denies the request. Absences during the approved leave dates will be considered authorized.

If the request is denied, or if the approved LOA does not cover all missed shifts, missed shifts outside of any approved leave dates will be considered unauthorized absences. **The first three (3) unauthorized absences outside of any approved leave dates will be occurrences for purposes of this policy and will be considered within the applicable rolling six-month period to determine if the associate is subject to termination.** No more than three (3) occurrences will be considered for time missed after the LOA request and prior to Sedgwick's decision on the request. However, an associate who continues to miss shifts after a request is denied, or after the last approved day of the LOA, will incur additional occurrences unless the absences are otherwise authorized.

For More Information

If you have questions or need further guidance, please contact your HR representative.

This information does not create an express or implied contract of employment or any other contractual commitment. Walmart may modify this information at its sole discretion without notice, at any time, consistent with applicable law. Employment with Walmart is on an at-will basis, which means that either Walmart or the associate is free to terminate the employment relationship at any time for any or no reason, consistent with applicable law.