



PTO and Leaves

Toys“R”Us offers time off to help you rest, recharge, observe holidays, take care of appointments, spend time with family and manage other responsibilities outside of work. Leaves of Absence are also offered in certain situations.

Find out more:

- [Paid Time Off \(PTO\) \(/time-away-other-benefits/pto-and-leaves/paid-time-off/\)](#)
- [Unpaid Time Off \(/time-away-other-benefits/pto-and-leaves/unpaid-time-off/\)](#)
- [Leave of Absence \(/time-away-other-benefits/pto-and-leaves/leave-of-absence/\) \(http://www.rusbenefits.com/time-away-and-other-benefits/time-away/leave-of-absence\)](#)

Paid Time Off

You receive Paid Time Off (PTO) based on your role and years of service. For more details, please see the PTO policy for your position:

- [Paid Time Off For Marketplace and DC Salaried Team Members \(/media/1962/pto-for-store-ro-and-dc-field-mgt-tms-final.pdf\) \(/media/1626/tru-pto-fl-d-str-reg-mgmt-tm-mmbrs-030111-2.pdf\)](#)
- [Paid Time Off For Marketplace Hourly Team Members \(/media/1347/paid-time-off-for-store-ro-hourly-tm-020113-final_0.pdf\) \(/media/1278/paid-time-off-for-dc-management-team-members-03012011.pdf\)](#)
- [Paid Time Off For DC Field Hourly Team Members \(/media/1346/paid-time-off-for-dc-hourly-team-members-010113-final_0.pdf\)](#)
- [Paid Time Off for Global Resource Center \(GRC\) Team Members \(/media/1983/grc-pto-policy-final.pdf\)](#)
- [Paid Time Off for Puerto Rico Hourly Team Members \(/media/1011/paid-time-off-for-puerto-rico-hourly-tm-final.pdf\)](#)

Compensatory Time Off

- [2017 Marketplace Compensatory Time Off Policy \(/media/2172/compensatory-time-off-policy.pdf\)](#)

If You Are Sick

GRC and field hourly team members receive sick pay. Salaried team members in the Marketplace, DC and GRC are eligible for salary continuation in accordance with the Medical Disability Leave policy. Manager's approval is needed to take time off.

- [Sick Pay for Statutory Marketplace and DC Field Hourly Team Members \(/media/1960/sick-pay-for-statutory-store-ro-dc-hourly-tms.pdf\) - SICK PAY LAW LOCATIONS](#)
- [Sick Pay for Non-Statutory Marketplace Field Hourly Team Members \(/media/1961/sick-pay-for-store-ro-hourly-tms-non-statutory-final.pdf\) - NON-SICK PAY LAW LOCATIONS](#)
- [Sick Pay for Non-Statutory DC Field Hourly Team Members \(/media/1343/sick-pay-for-dc-hourly-tms-020113-final.pdf\) NON-SICK PAY LAW LOCATIONS](#)
- [GRC Hourly Sick Policy \(/media/1984/sick-pay-for-grc-hourly-team-members-final.pdf\)](#)
- [Sick Pay for Puerto Rico Hourly Team Members \(/media/1010/sick-pay-for-puerto-rico-hourly-tms-final.pdf\)](#)

Unpaid Time Off

Some team members are eligible for unpaid time off in certain situations. Currently this benefit is available only to Global Resource Center (GRC) team members. See the policies below for more details

GRC Unpaid Vacation Time

- [Unpaid Vacation Time for GRC Team Members \(/media/1985/unpaid-vacation-time-doc-final.pdf\)](#)
- [Unpaid Vacation Time Request Form \(/media/2004/unpaid-vacation-time-request-form-final.pdf\)](#)

Leave of Absence

Leaves of Absence are offered to give you the time you need to manage various situations that prevent you from working:

RESOURCES:

- [General LOA Procedures for all Leave Types \(/media/1016/loa-procedures-for-all-leaves-types-for-management-non-management-tms-8114.pdf\)](/media/1016/loa-procedures-for-all-leaves-types-for-management-non-management-tms-8114.pdf)
- [Remitting Payment While On An Unpaid Leave of Absence \(/media/1067/tru-remit-pymnt-unpd-loa-15.pdf\)](/media/1067/tru-remit-pymnt-unpd-loa-15.pdf)
- [Forms related to starting/ending a Leave of Absence \(/contacts-tools-resources/forms/\)](/contacts-tools-resources/forms/)

Parental Leave

- [Parental Leave Policy \(/media/2168/loa-parental-leave-of-absence-policy.pdf\)](/media/2168/loa-parental-leave-of-absence-policy.pdf)
- [Parental Leave Procedure \(/media/2169/loa-parental-leave-of-absence-procedure.pdf\)](/media/2169/loa-parental-leave-of-absence-procedure.pdf)

California State Disability Leave Policy

- [California State Disability Insurance Provisions \(/media/1766/casdi-de2515.pdf\)](/media/1766/casdi-de2515.pdf)

Education Leave Policy

- [Education Leave Policy \(/media/1038/educational-leave-policy-for-part-time-tms_5.pdf\)](/media/1038/educational-leave-policy-for-part-time-tms_5.pdf)

Family Leave/FMLA Policy

- [Management Family Leave Policy \(/media/1049/family-leave-policy-for-management-tms_3.pdf\)](/media/1049/family-leave-policy-for-management-tms_3.pdf)
- [Non-Management Family Leave Policy \(/media/1182/family-leave-policy-for-non-management-tms_0.pdf\)](/media/1182/family-leave-policy-for-non-management-tms_0.pdf)

Bereavement Leave Policy

- [Bereavement Leave Policy \(/media/2005/bereavement-leave-policy-final.pdf\)](/media/2005/bereavement-leave-policy-final.pdf)

Jury Duty Policy

- [Jury Duty Policy \(/media/1144/jury-duty-leave-policy_1.pdf\)](/media/1144/jury-duty-leave-policy_1.pdf)

Maternity Leave Policy

- [Management Maternity Leave Policy \(/media/1178/maternity-related-leave-policy-for-management-tms_0.pdf\)](/media/1178/maternity-related-leave-policy-for-management-tms_0.pdf)
- [Non-Management Maternity Leave Policy \(/media/1180/maternity-related-leave-policy-for-non-management-tms_0.pdf\)](/media/1180/maternity-related-leave-policy-for-non-management-tms_0.pdf)

Medical Disability Leave Policy

- [Management Medical Disability Policy \(/media/1024/medical-disability-leave-policy-for-management-tms_1-aetna.pdf\)](/media/1024/medical-disability-leave-policy-for-management-tms_1-aetna.pdf)
- [Non-Management Medical Disability Policy \(/media/1047/medical-disability-leave-policy-for-non-management-tms_2.pdf\)](/media/1047/medical-disability-leave-policy-for-non-management-tms_2.pdf)

Military Leave Policy

- [Military Leave Policy \(/media/1046/military-leave-policy_3.pdf\)](/media/1046/military-leave-policy_3.pdf)

Personal Leave Policy

- [Management Personal Leave Policy \(/media/1045/personal-leave-policy-for-management-tms_3.pdf\)](/media/1045/personal-leave-policy-for-management-tms_3.pdf)
- [Non-Management Personal Leave Policy \(/media/1043/personal-leave-policy-for-non-management-tms_1.pdf\)](/media/1043/personal-leave-policy-for-non-management-tms_1.pdf)

State Family Leave Policy

- [California Paid Family Leave Insurance Provisions \(/media/1767/capfl-de2511.pdf\)](/media/1767/capfl-de2511.pdf)
- [California Paid Family Leave \(/media/1233/california-paid-family-leave.pdf\)](/media/1233/california-paid-family-leave.pdf)
- [Notice A \(/media/1239/ca-pdl-notice-a_0.pdf\)](/media/1239/ca-pdl-notice-a_0.pdf)
- [Notice B \(/media/1235/ca-pdl-notice-b_0.pdf\)](/media/1235/ca-pdl-notice-b_0.pdf)

Workers' Compensation Leave Policy

- [Management Workers' Compensation Policy \(/media/1041/workers-compensation-leave-policy-for-management-tms_3.pdf\)](/media/1041/workers-compensation-leave-policy-for-management-tms_3.pdf)
- [Non-Management Workers' Compensation Policy \(/media/1039/workers-compensation-leave-policy-for-non-management-tms_1.pdf\)](/media/1039/workers-compensation-leave-policy-for-non-management-tms_1.pdf)

I may need to take a Leave of Absence. What is the first step?

Discuss the leave with your manager, explaining the type of leave you may need to take and the timing. Give as much notice as possible, and follow the procedures outlined in the [leave policies \(/time-away-other-benefits/pto-and-leaves/leave-of-absence/\)](/time-away-other-benefits/pto-and-leaves/leave-of-absence/) for filing any necessary paperwork, checking in while on leave and reporting back to work

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