

# Salaried associate guide to taking a leave of absence.

A quick reference tool to help you with the LOA process



## 1 Requesting Leave



### CONTACT SEDGWICK

Request a leave online or by phone.

Information you will need:

- Walmart Identification Number (WIN)
- Three week work schedule
- Last day worked
- Estimated return to work date
- Health care provider's address, phone and fax number



### REVIEW INITIAL PACKET

You will receive an initial packet by mail or email. Review all the documents and information within the packet.

**Note:** If your leave is denied, please contact your manager immediately to discuss options.



### COMPLETE RELEASE OF INFORMATION

Complete and return the release of information to Sedgwick by:

- Fax: [859-264-4372](tel:859-264-4372)
- email: [WalmartForms@Sedgwicksir.com](mailto:WalmartForms@Sedgwicksir.com)
- Upload to mySedgwick



### COMPLETE MEDICAL CERTIFICATION

Take the medical certification forms to your health care provider to complete, or ask Sedgwick to send the forms for you. If Sedgwick sends them, contact your health care provider to confirm that they've received, completed and returned them by the due date shown.



### RETURN DOCUMENTS

All documents must be completed and returned no later than 20 days after the initial packet was sent by Sedgwick, the medical due date. If additional time is needed to submit medical certification, contact Sedgwick prior to the medical certification due date. You can fax to [859-264-4372](tel:859-264-4372), email to [WalmartForms@Sedgwicksir.com](mailto:WalmartForms@Sedgwicksir.com), or upload to mySedgwick.

**It's important to return this information promptly!** Missing or delayed forms are the most common cause of denied leaves.

## 2 During Leave



### TRACK LEAVE

Track your leave with mySedgwick including your:

- Claim status (pending/ approved/denied)
- Remaining balance for job protected leave
- Missed days report
- Return to work report



### GET PAID AND KEEP YOUR BENEFITS WHILE ON LEAVE

You can use PTO to get paid during the seven calendar day waiting period. After the waiting period, here's what to expect:

- Receive 100% base pay for 6 weeks. Then, if you remain disabled, receive 75% of your base pay for up to 19 weeks.
- Both taxes and your medical benefit premiums will be deducted from your short-term disability payments

## 3 Returning From Leave



### CONFIRM RETURN DATE

We're glad you're coming back to work. Notify your manager before you plan to return. Sedgwick will contact you to confirm your return-to-work date prior to the end of your leave. This helps us make sure your pay will be processed accurately, and ensures that you will have access to the systems needed for your job.



### COMPLETE RETURN TO WORK CERTIFICATION

At least three days prior to your return, fax or email the return-to-work certification form to Sedgwick. Also, on your first day back to work, provide the completed return-to-work certification to your facility.



### DO YOU HAVE RESTRICTIONS?

Work with Sedgwick and the Accommodations Service Center at 855-489-1600 to make necessary arrangements if you are returning to work with restrictions and need special accommodations. Your people partner can be a great resource for you in these situations, too.

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## Sedgwick contact information

<b>Online:</b>	<a href="#">mySedgwick</a>
<b>Call:</b>	<a href="#">800-492-5678</a>
<b>Fax:</b>	<a href="#">859-264-4372</a>
<b>Mailing Address:</b>	P.O. Box 14028, Lexington, KY 40512
<b>Email:</b>	<a href="mailto:walmartforms@sedgwick.com">walmartforms@sedgwick.com</a>

### Absences due to your own health condition

Walmart offers company-provided short-term disability coverage to all salaried associates from date of hire, except for associates who work in certain states where coverage is provided through state plans. If you are applying for a leave due to your own serious health condition and are eligible for Walmart short-term disability coverage, Sedgwick will advise you of benefits that may be available to you under short-term disability coverage.

#### NY, NJ, HI, CA or RI associates

If you work in the states of NY, NJ or HI and are requesting a leave for your health condition, Sedgwick will obtain your information and provide it to Liberty Mutual.

If you are in the states of CA or RI, contact Sedgwick by phone or online to submit your leave. Note that you must also contact the state disability plan to file for short-term disability.

### Absences due to intermittent leave

1. Report intermittent absence online through mySedgwick or call Sedgwick's toll-free number.
2. Prior to the beginning of your shift, report each intermittent absence and all scheduled time missed to Sedgwick.

Absences not reported to Sedgwick within two calendar days of the date of absence will not be approved and may result in disciplinary action.

### Leave extensions

1. Sedgwick will reach out to you seven days prior to your anticipated return-to-work date to confirm you are returning as planned.
2. If you need to extend your leave of absence, notify Sedgwick before the end of your current leave to request an extension.
3. Provide additional documentation, as requested, within 20 days. Failure to do so may result in delay or denial of your leave or leave extension.

### For more information

Refer to the Leave of Absence Toolkit for detailed instructions and information about the LOA process.

**Field Logistic and Home Office Associates:** You must call your manager for each absence while your leave request is pending.