



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 at mySedgwick.com or by phone at [800-492-5678](tel:800-492-5678) if you need time away from work for more than three days.

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
- 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 the medical due date communicated by Sedgwick. This is either 20 days from the time your initial packet is sent or 20 days from your first date of absence, whichever is later. 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, or upload to mySedgwick.

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



Stay up to date on your claim by **opting into text messaging** when you contact Sedgwick to request your leave.

2 During leave



Track leave

Track your leave with mySedgwick, including your:

- Claim status (pending/approved/denied)
- Remaining balance for job-protected leave
- Reported missed days
- 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 of your short-term disability benefit. 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

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. Confirm that Sedgwick has your return-to-work date within four days of your actual return date to ensure that you are reactivated timely.



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](tel:855-489-1600) to make necessary arrangements if you are returning to work with restrictions and need special accommodations.

Sedgwick contact information

Online: [mySedgwick.com](https://mysedgwick.com)

Call: [800-492-5678](tel:800-492-5678)

Email: WalmartForms@Sedgwicksir.com

Fax: [859-264-4372](tel:859-264-4372)

Mailing Address:

P.O. Box 14028
Lexington, KY 40512

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.

Additional guidance for CA, CT, DC, HI, MA, NJ, NY, RI, or WA 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 Lincoln Financial Group who will help you apply for your state benefits.

If you work in CA, CT, DC, MA, RI, or WA, in addition to contacting Sedgwick, you must also contact the state disability plan to file for state disability. Sedgwick will provide you with state contact information to apply for your state benefits.

Note: For more information on how state-mandated benefits coordinate with Walmart benefits, visit the State and local leave section on the [LOA overview page](#).

Absences due to intermittent leave

1. Report each 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

- Sedgwick will reach out to you seven days prior to your anticipated return-to-work date to confirm you are returning as planned.
- If you need to extend your leave of absence, notify Sedgwick before the end of your current leave to request an extension.
- 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 One.Walmart.com/LOA 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.