**Requesting leave**

1. **Contact Sedgwick**
   - Request a leave online at [mySedgwick.com](https://mySedgwick.com) or by phone.
   - Information you will need:
     - Walmart Identification Number (WIN)
     - Work schedule: two weeks for hourly; three weeks for salaried; four weeks for drivers
     - Last day worked
     - Estimated due date
     - Health care provider’s address, phone and fax number

2. **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, contact your manager immediately to discuss options.

3. **Complete release of information**
   - Complete and return the release of information to Sedgwick by fax to 859-264-4372 or by email to walmartforms@sedgwicksir.com.
   - Contact your health care provider to confirm that they’ve received, completed and returned them by the due date shown.

4. **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.

5. **Return documents**
   - All documents must be completed and returned no later than 20 days after you receive them. You can fax to 859-264-4372 or email to walmartforms@sedgwicksir.com.
   - It’s important to return this information promptly! Missing or delayed forms are the most common cause of denied leaves.

**During leave**

1. **Track leave**
   - Track your leave with mySedgwick including your:
     - Claim status (pending/approved/denied)
     - Remaining balance for job protected leave
     - Reported missed days
     - Reported return to work

2. **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:
     - 100 percent of your average weekly wage for 9 weeks. If your condition requires you be out of work longer, then your benefit payments will be based on your short-term disability selection
     - Additionally, six weeks of parental leave is available for up to 12 months from the date of birth. It’s paid at 100 percent, used continuously for the full six weeks
     - Both your regular taxes and your cost for medical coverage, if enrolled, will be deducted from your short-term disability payments.

**Returning from leave**

1. **Confirm return date**
   - Notify your manager before you plan to return to work. Sedgwick will contact you to confirm your return-to-work date prior to the end of your leave. Once you return, confirm your return to work date with your manager and with Sedgwick at mySedgwick.com or by phone.

2. **Complete return to work certification**
   - Provide the completed return-to-work certification to your facility on your first day back. Also, fax or email the return-to-work certification form to Sedgwick at least three days prior to your return to work.

**Do you have restrictions?**

- Work with Sedgwick and the Accommodations Service Center to make necessary arrangements if you are returning to work with restrictions and need special accommodations.
What your maternity leave looks like in combination with parental leave.

Eligibility for maternity leave
- **Salaried and truck driver associates** – eligible as of date of hire
- **Full-time hourly associates** – eligible following 12 months of service at the time of becoming new parents
- **Part-time and temporary associates** – not eligible
If you work in CA, HI, NJ, NY or RI please refer to the guide – *For birth moms working in CA, HI, NJ, NY or RI*

### Disability and leave of absence
- Day 1: **PTO**
- **Waiting period** (7 calendar days)
- **100% PAID**
- **Short-term disability, 9 weeks**
- **100% PAID**
- **6 weeks**

### Parental pay and leave of absence*

*Please refer to the Parental Leave Guide for additional details on how Parental Pay works

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**Sedgwick contact information**

**Online:** [mySedgwick.com](http://mySedgwick.com)
**Call:** 800-492-5678
**Fax:** 859-264-4372
**Mailing Address:** P.O. Box 14028, Lexington, KY 40512
**Email:** walmartforms@sedgwicksir.com

**Other Walmart Benefits available for birth moms:**

- **Life with Baby** – this program is designed to promote healthy pregnancies and babies by giving participants one-on-one attention, information and services needed through their pregnancies and beyond. [One.Walmart.com/LifeWithBaby](http://One.Walmart.com/LifeWithBaby)
- **Resources For Living** – a service dedicated to promoting wellbeing and life success for all Walmart associates and their household family members. RFL is available 24 hours a day, 365 days a year to serve as your partner, coach, or resource as you navigate life challenges and opportunities important to your overall health and wellbeing. [One.Walmart.com/RFL](http://One.Walmart.com/RFL)