

Associate guide to parental leave.

For full-time hourly, salaried and truck driver associates who become parents and take a leave.

1 Requesting Leave



Contact Sedgwick

Request a leave online at 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 return to work date



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.



Complete release of information

Complete and return the release of information to Sedgwick by fax to [859-264-4372](tel:859-264-4372) or by email to

walmartforms@sedgwicksir.com.

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
- Reported return to work



Get paid and keep your benefits while on leave

- Up to 6 weeks of parental leave pay is available for continuous use following the date you became a new parent through a birth, adoption or foster-care placement
- Benefits may be used at any point within 12 months of birth, adoption, or foster-care placement
- Both your regular taxes and your cost for medical coverage, if enrolled, will be deducted from your parental leave payments.

3 Returning from Leave

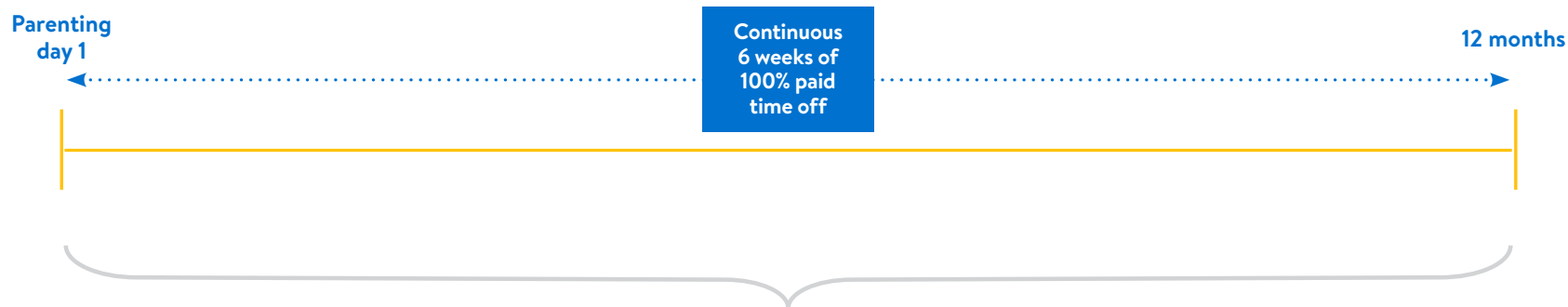


Confirm return date

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.



4 How your parental leave works.



6 weeks of continuous parental pay and leave of absence can be used any time within the first 12 months from birth, adoption or foster-care event

Eligibility for parental leave

Salaried and truck driver associates – eligible as of hire date
Full-time hourly associates – eligible following 12 months of service at the time of becoming new parents
Part-time and temporary associates – not eligible

Sedgwick contact information

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

Other Walmart benefits available:

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](https://www.OneWalmart.com/RFL)