

# Associate guide to maternity leave.

For full-time moms working in CA, HI, NJ, NY or RI giving birth and taking leave.

## 1 Requesting leave



### Contact Sedgwick

Request a leave online at [mySedgwick.com](https://mySedgwick.com) or by phone.

Information you will need:

- Walmart Identification Number (WIN)
- Up to two week work schedule
- Last day worked
- Estimated due 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, 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](mailto:walmartforms@sedgwicksir.com).



### 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 you receive them. You can fax to [859-264-4372](tel:859-264-4372) or email to [walmartforms@sedgwicksir.com](mailto:walmartforms@sedgwicksir.com).

**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
- Reported missed days
- Reported return to work



### 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:

- If you work in NJ, NY, or HI, then you'll receive 100% of your average weekly wage for nine weeks. This will be in two different checks, one from Liberty and from Walmart to total 100% of your average weekly wage.
- If you work in RI and CA, you must go through your state to collect disability payments. Provide the award letter from the state to Sedgwick, they will pay you the difference from the state payment and 100% of your average weekly wage.
- If you are unable to return to work due to your own disabling condition after the 10 weeks of maternity leave, and you've provided additional supporting medical documentation, your pay will be the rate of your state's disability level if approved.
- Both taxes and medical benefit premiums will be deducted from short-term disability payments which are paid disability payments that are paid by Sedgwick.
- For up to 12 months from the date of birth, parental leave is available to you for 6 weeks paid at 100%.

## 3 Returning from leave



### Confirm return date and complete return to work certification

Let your manager know when you plan to return to work.

Provide the completed return-to-work certification to your facility on your first day back. Once you return, confirm your return to work date with your manager and with Sedgwick at [mySedgwick.com](https://mySedgwick.com) or by phone.



### 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.



#### 4 What your maternity leave looks like in combination with parental leave.



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

#### Eligibility for maternity leave

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://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@sedgwicksir.com](mailto: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](https://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](https://One.Walmart.com/RFL)