

Leave Request Letter

Walmart Inc.

Date: _____

Associate WIN#: _____

Dear: _____

You're receiving this letter because our records indicate that you didn't report to work for your last three scheduled workdays. Your last day worked is shown as _____.

Associates absent more than three days may be eligible for a leave of absence depending on the reason for the absence.

Action required: Contact us. *If you need to take leave*, you must contact Sedgwick immediately to request a leave of absence. Please refer to the Frequently Asked Questions below for Sedgwick's contact information. *If leave is not needed* or applicable/available, it's important that you immediately contact your manager or HR Representative to make plans for your return to work.

NOTE: *If you fail to take action* within five days of your receipt of this letter, you may be deemed to have voluntarily terminated your employment with Walmart, except where prohibited by law.

Please read the Frequently Asked Questions below for additional leave and return to work information. You can also find additional leave information on WalmartOne.com/LOA.

Please contact us. The company appreciates your contributions and we look forward to working with you to ensure a smooth return and transition back to work.

Sincerely,

Facility Manager/HR Representative's Name: _____

Phone Number: _____

Facility Name: _____

Facility Address: _____

Facility City/State/Zip: _____



FREQUENTLY ASKED QUESTIONS

How do I request leave?

You can request leave by calling Sedgwick at [800-492-5678](tel:800-492-5678), or by making the request online through viaOne express, which can be accessed through WalmartOne.com/LOA. To ensure your management team is kept up to date on your plans, you must notify your manager or HR Representative if leave is being requested.

What information do I need when I request leave?

Information you will need:

- Walmart Identification Number (WIN)
- Work Schedule
 - Hourly: Two-week work schedule
 - Salaried: Schedule for a period of three weeks
 - Drivers: The four-week program schedule you work
- Last day worked and your best estimate of your return date
- Doctor's address, phone, and fax number
- **Salaried associates only**
 - Confirm if you'll use PTO for your seven-calendar-day waiting period for an STD claim and the number of days you wish to use, or confirm if you'll use PTO for any unpaid leave time and the number of days you wish to use.

Am I eligible for leave?

It depends on your situation.

- You're eligible for FMLA leave if:
 - You have worked for the company for 12 months;
 - You have worked at least 1,250 hours in the previous 12 months; and,
 - You have remaining FMLA time available and have a qualifying situation.

Different eligibility requirements may apply under certain state laws.
- You may be eligible for Personal Leave if your absence is related to your own or a family member's serious health condition, bereavement, or other compelling reasons, to name a few.
- The company's Personal Leave Policy outlines additional situations where Personal Leave might be approved.

Do I need to call in my absence if I submit my leave request?

You'll need to follow the normal call-in procedures for your facility:

- **Walmart stores and Sam's Club:** call in each absence until you receive confirmation that your facility has received notification of your leave request at that time, you'll be placed on an inactive status, and you'll no longer need to follow the call-in procedures.
- **Supply Chain and Home Office:** call in each absence until your leave has been approved by Sedgwick and you're placed on an inactive status.

What if I don't need leave and can return to work now?

You'll need to immediately notify your manager or HR Representative to discuss your return to work.

What happens if I don't do anything?

If you fail to take action within five days of your receipt of this letter, you may be deemed to have voluntarily terminated your employment with Walmart, except where prohibited by law.

What happens if my employment ends?

If your employment ends, all associated applicable company benefits will cease. However, you'll have up to 60 calendar days after your employment ends to elect COBRA coverage and up to 31 calendar days to convert your life insurance. You may reapply for employment with Walmart later, if you choose to do so.