



New Hampshire Paid Family and Medical Leave

People Partners Informational Session

July 2023

Walmart Confidential

Agenda

- Leave of Absence Overview
- Walmart Leaves
- New Hampshire PFML Benefits
- Coordination of NHPFML and Walmart Leaves
- Claims Process
- Resources

Leave of Absence Overview

- A Leave of Absence (LOA) lets an associate take time away from work for more than three consecutive scheduled shifts for a specific reason such as when personal, family or medical issues arise.
- LOAs must be requested and approved, and they can be paid or unpaid based on the reason for the leave and the benefits offered.
- Associates on leave may have job protection through company policies, federal or state laws.
- When it comes to the leave of absence process, managers and People Partners play a big role in making sure everything runs smoothly. If an associate is requesting leave, it's usually during a challenging time in their life. Your most important contribution is to provide guidance and support to your associate throughout the process from the time the associate goes on leave through returning to work, including interaction with Sedgwick.

Leave of Absence Overview, cont'd

- Walmart offers a variety of leave options to associates who need time away from work.
- Sedgwick, our third-party administrator for leave of absence, disability, and ADA, works directly with associates who request a leave or an accommodation and will also provide information throughout the duration of the leave to both the associate and the facility as appropriate.
- Walmart, with the help of Sedgwick, will coordinate Walmart benefits with the benefits the state will be offering.
 - If your associate is eligible to receive Walmart benefits at a higher weekly amount than what the state offers, Walmart will supplement the state benefit with paid benefits through Sedgwick to equal the Walmart benefit.

Walmart Leaves

Types of Leave

Sedgwick	Non-Sedgwick (Facility Managed)
Leave of Absences (LOAs) are administered by Sedgwick, our third-party administrator. If there is a disability claim related to the leave, Sedgwick may also handle the short-term disability claim.	Three (3) types of leaves are currently Manager-initiated and are not administered by Sedgwick
Family Medical Leave (FMLA)	Educational Time off
Military Leaves	Job Search
Personal Leaves	Suspension Leaves
Short Term Disability (Includes Maternity Leaves)	Non-Sedgwick Leaves of Absence Support Materials

Types of Leave

SEDGWICK MANAGED

Family and Medical Leave

Eligible associates can take leave due to:

- The birth and care of a child within 12 months of birth
- The adoption or foster placement and care of a child within 12 months of placement
- Caring for a family member with a serious health condition
- Their own serious health condition

Some states also provide leave options for family and medical needs with different reasons, durations, and eligibility requirements. See One.Walmart.com/LOA for more detail.

Military Leave

Associates in the military can take leave due to:

- Active duty
- Training
- Full-time National Guard duty
- Examinations to determine fitness for duty
- Funeral honors duty
- Homeland security duty
- Attending a military service academy
- Any other military duty or training under orders from appropriate federal or state authorities

Personal Leave

Associates who don't qualify for a federal or state leave can still request leave for a variety of reasons:

- Workers' Compensation
- Expatriate Spouse
- Military Spouse/Partner
- Reassignment due to ADA
- Pharmacy Intern
- Bereavement
- Transfer
- Education
- Compelling Reason

Leader Resource






[Personal Leave of Absence Management Guidelines](#)

New Hampshire Paid Family and Medical Leave Benefits

What is NH Paid Family & Medical Leave?

- New Hampshire Paid Family and Medical Leave (NH PFML) is a new **voluntary** state leave offering all associates who work in New Hampshire (Full-time, part-time, temporary, salaried and OTR Drivers) access to **paid** time off for qualifying life events, including childbirth and seeking treatment for serious health conditions for themselves or their families. (Associates who live in another state but work in New Hampshire may also be eligible.)
- Associates may only opt-in to NH PFML during the state's annual open enrollment session or within 30 days of becoming newly eligible (at time of hire or when they transfer to a Walmart/Sam's Club New Hampshire location).
- The NH PFML benefit is funded through contributions by enrolled associates via bi-weekly payroll deductions. The 2023 weekly maximum contribution is \$5.
- Benefits begin **August 1, 2023**, with weekly benefits of up to up to 60% of the associate's weekly wages up to the social security annual limit. For 2023, the maximum weekly benefit is \$1,848.46.

What is NH Paid Family & Medical Leave?

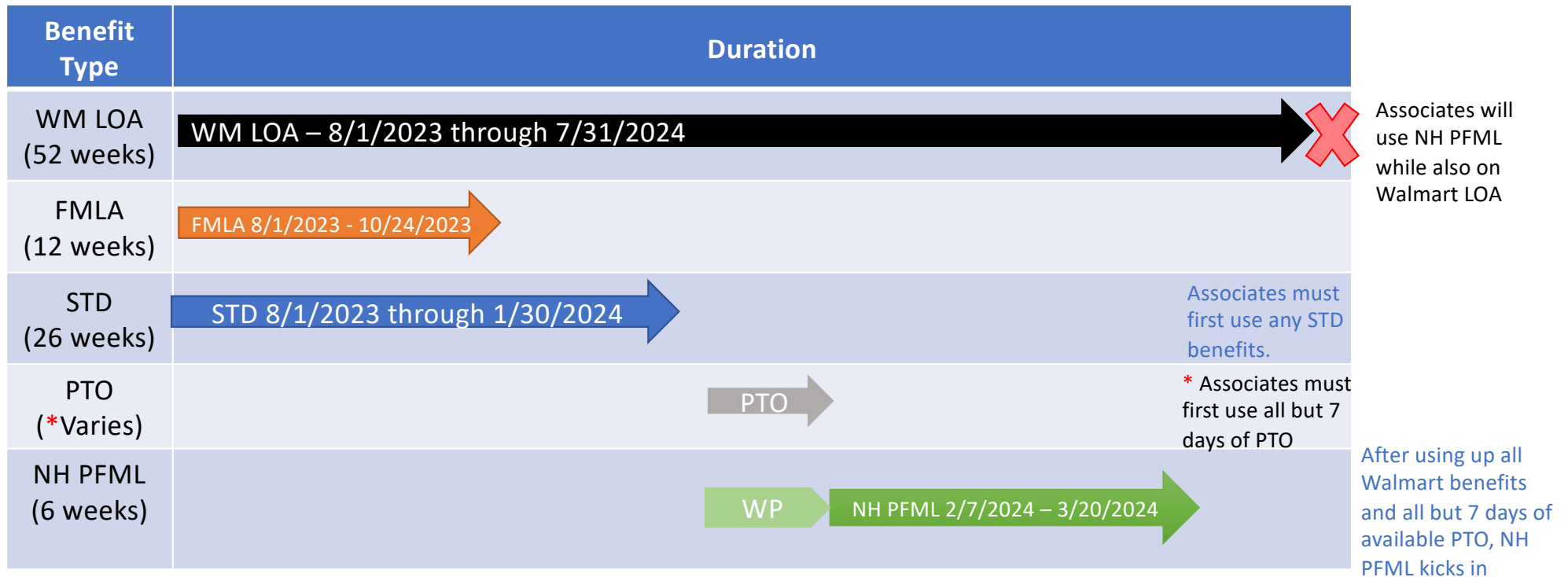
 Eligibility	<p>All associates who physically work in the state of New Hampshire</p> <p>The qualifying period:</p> <ul style="list-style-type: none"> The last four completed calendar quarters immediately before the first day of the start of leave.
 Entitlement	<p>Duration: Eligible associate can generally receive a combined total of up to 6 weeks of paid leave during a benefit period for a combination of Medical Leave, Family Leave, or Military Exigency.</p> <p>Job Protection:</p> <ul style="list-style-type: none"> NH PFML does not provide job protection under its individual plan. However, job protection may be available through the state or federal FMLA or one of Walmart's Leave policies
 Reason	<p>Medical Leave: Care for one's own serious illness or injury</p> <p>Family Care Leave:</p> <ul style="list-style-type: none"> care and bond after a baby's birth or placement of a child (foster or adoption) younger than 18 years. care for a qualified family member experiencing a serious health condition or injury <p>Military Exigencies:</p> <ul style="list-style-type: none"> urgent demand or need arising out of a military member (spouse, child, or parent) on covered active duty care for a covered service member (spouse, child, parent, next of kin) with a serious injury or illness
 Qualifying	<p>Associate qualifying family member can be:</p> <ul style="list-style-type: none"> * Child (biological, adoptive, foster, or stepchild, legal ward, or child of a person standing in loco parentis who is under 18 years of age or 18 years of age or older and incapable of self care because of a mental or physical disability) Spouse or domestic partner * Parent (biological, adoptive, foster, or stepparent, or legal guardian of the worker) Grandparent (biological, adoptive, foster, or step grandparent) <p>* includes those of the employee and the employee's spouse/domestic partner</p>
 Usage	<ul style="list-style-type: none"> Can be taken continuously, on a reduced schedule, or intermittently. For intermittent leave: minimum claim duration is 4 hours.

Reminders !

- ✓ Associates must use all applicable Walmart benefits except 7 days of PTO (not inclusive of protected PTO). before NH PFML pays.
- ✓ PTO should only be used if the associate has more than 7 accrued days available.
- ✓ NH PFML benefit will not be payable if the associate has been on leave for at least 1 year.
- ✓ Mid year changes to enrollment are not allowed, unless the associate is no longer employed in the state of New Hampshire.

Coordination of NH PFML and Walmart Leaves

How NH Paid Family Medical Leave (PFML) works with Short-Term Disability and Paid Time Off



Key to acronyms located in notes below.

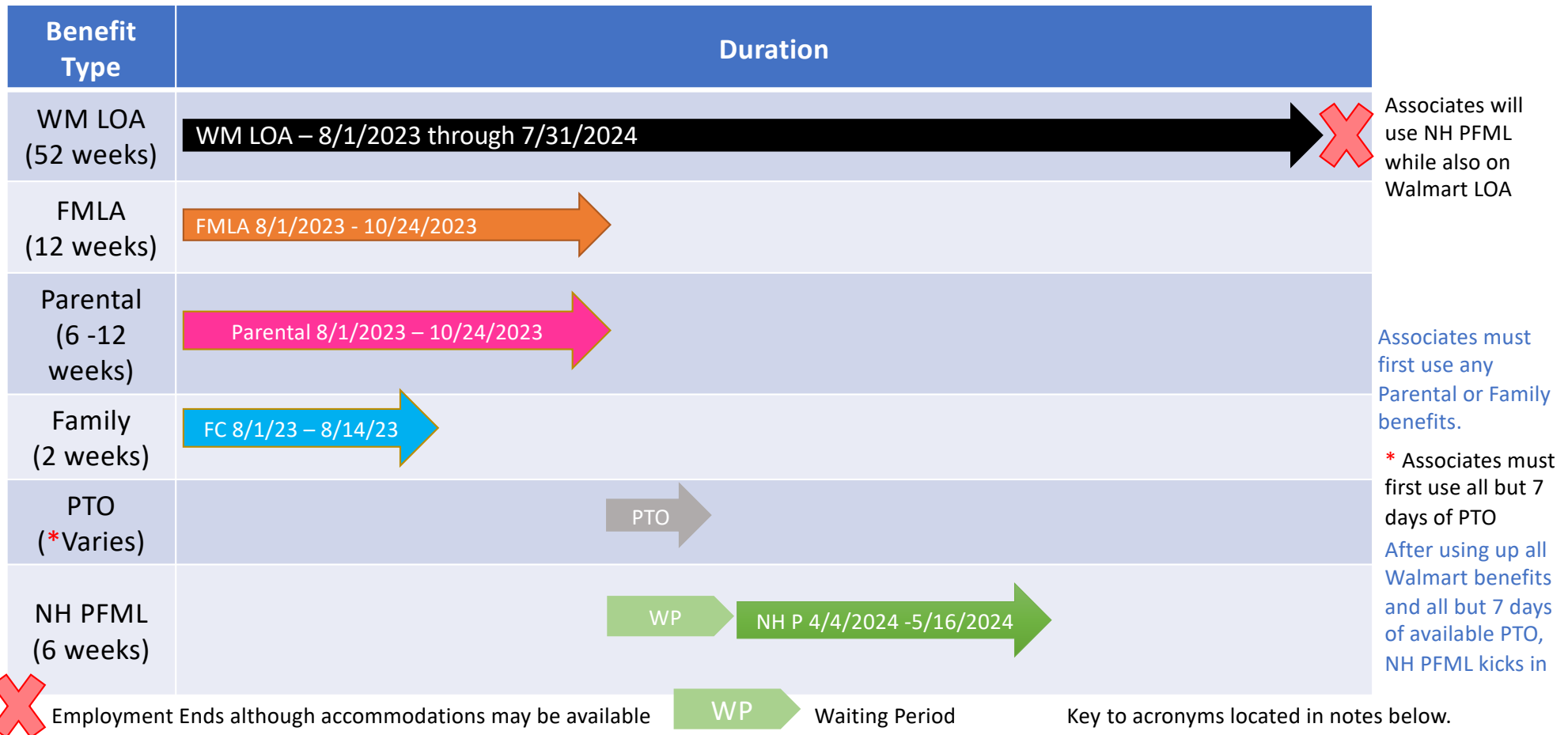


Employment Ends unless approved for reasonable accommodation.







Waiting Period = 1 Work Week

How NH PFML works with Parental Leave or Family Care and Paid Time Off



How NH Paid Family Medical Leave (PFML) works with Long-Term Disability (LTD)

Benefit Type	Duration
WM LOA (52 weeks)	WM LOA – 8/1/2023 through 7/31/2024  Associates will use NH PFML while also on LOA from Walmart
FMLA (12 weeks)	FMLA 8/1/2023 - 10/24/2023 
STD (26 weeks)	STD 8/1/2023 through 1/30/2024 
LTD	LTD 1/31/2024 through Social Security Normal Retirement Age 
NH PFML (6 weeks)	<u>Associate would not be eligible for *NH PFML if on wage replacement benefit (STD + LTD) for at least a year.</u>

Key to acronyms and call outs located in notes below.



Employment Ends unless approved for reasonable accommodation.

* NH PFML is a wage replacement benefit which is based on wages earned over the last 4 quarters before leave begins. If associate is on STD/LTD LOA for a combined period of 52 weeks (4 quarters) there are no wages to use as basis for calculating the NH PFML benefit.

Claims Process

Claims Process

1

1st STEP

Contact Sedgwick

- Associate provides first day absence and reason for leave. Sedgwick provides initial packet for leave with information on how to apply with the state.
- Once supporting documentation is received, Sedgwick will pay the associate their applicable Walmart benefits.
- Sedgwick will continue to send communications (FMLA, STD, any other Walmart leaves).
- If an associate is enrolled in NH PFML, Sedgwick will provide additional communications to People Partners or facilities at the end of Walmart leaves and upon receipt of the decision letter from MetLife.
- Sedgwick will assist with the associate's return to work, including requests for accommodation.

Claims Process

2nd STEP

Contact MetLife Insurance Company

- Associates may apply online, by mail or by phone for NH PFML benefits and notify Sedgwick and facility or HR of leave. Claims should be submitted **30 days** in advance of or no later than 20 days after first day of absence.
- Associates should also submit a copy of their claim forms to People Services at librarian@walmart.com to have the employer portion of the claim form completed.
- People Services will also submit the employer portion of the claim forms to MetLife.

Methods for Submitting a Claim

ONLINE

<https://pflclaim.com/nhclaim.php>

FAX

1-800-728-7028

PHONE

1-866-595-PFML
(7365)

MAIL

NH FPML Claims
PO Box 822
Mt. Laurel, NJ 08054

Resource: [NH PFML Claims and Appeals Process](#)

Resources

NH PFML and Leave of Absence Resources

NH Paid Family & Medical Leave detailed information

- [NH PFML](#)
- [FAQ's](#)
- [NH PFML Individual Plan Toolkit](#)

Associates may review available leaves at One.Walmart.com/LOA

- [LOA overview](#) – shows each of our available time off options
- [Requesting a leave](#) – responsibilities of the associate to request and be approved
- [While you're away](#) – keeping current and knowing what to do when on a leave
- [Returning from leave](#) – resources to prepare to come back from a leave and alternative options to return with accommodations, reduced work schedule, etc

Leaders may review our [LOA Leadership Guide](#)

- [LOA overview](#) – roll up view of our available time off options (all associate classifications)
- [Supporting LOAs](#) – overview of the above 'requesting a leave, while you're away and returning from leave' pages
- [Managing LOAs](#) – detailed FAQ's and step processes on how to manage the various steps of the leave process
- [Resources](#) – Various links and tools to support the administration of leaves



Thank you!

Integrated Absence Management