



LEAVE OF ABSENCE

Job Aid for People Partners: Maternity Leave

Salary, hourly, and driver associates

This benefit provides eligible new moms up to nine weeks of protected paid time away from work at 100% of their average weekly wage (or base pay for salary and average daily pay for drivers) after an initial unpaid seven-calendar-day waiting period.

1 Give guidance and support

When an associate asks about taking a leave of absence, let the associate know you are there to support them during this time and assist them with the process.

2 Provide associate leave guide

Provide the appropriate guide, located in the Resources Tab of the [Leadership Guide](#) for the type of leave they are requesting, and direct the associate to One.Walmart.com/LOA for additional resources.

3 File with Sedgwick

Advise the associate to submit a leave of absence request as soon as possible. Failure to report their leave of absence in a timely manner may result in missed pay and may cause delays in the approval process.

Maternity benefits are combined with short-term disability benefits. This means associates requesting a maternity leave will follow Sedgwick's short-term disability and leave of absence request process.

How to apply for a leave of absence:

- One.Walmart.com/LOA > mySedgwick (LOA claims); or
- By phone: contact Sedgwick at [800-492-5678](tel:800-492-5678) option 7 (for Supervisors or People Partners only)

Associates will be asked to provide their schedule at the time of claim intake. Sedgwick will calculate their benefit based on the schedule provided and their average weekly wage, base pay, or average day's pay, depending, on classification. For more information on how Sedgwick calculates pay, please refer to the [Associate Benefits Book](#).

The associate needs to provide the following information to Sedgwick:

- Walmart Identification Number (WIN)
- Last day worked & first day of absence
- Estimated return date
- Work schedule for the last three-week period for salaried/hourly associates and four weeks for drivers
- Estimated due date
- Health care provider's address, phone, and fax number

Discuss the importance of providing documentation to Sedgwick or following-up with the health care professional (applicable for medical and family care leaves) to ensure medical documentation is submitted timely to avoid a denied leave and a disruption in pay.

In the event that an associate is not working and has not submitted a leave request within three days of initial leave, please send the Leave Request Letter to the associate.

If the associate is not working and hasn't submitted a leave within five days of sending the Leave Request Letter, please partner with next-level HR to discuss next steps.

Reminder

City or state paid sick leave or other mandated benefits may be available to associates in your area. For more details, please go to One.Walmart.com/LOA.

4 Support the associate

Resources to assist the associate while on leave include:

Leave Status Report

You'll receive a report each Wednesday from Sedgwick via email. This report includes all associates who have submitted a leave to Sedgwick, the status, type, and leave dates.

MySedgwick

Check www.mySedgwick.com to review the status of the leave as well as other useful claim information.

Associate Benefits Book

If the associate's condition requires them to be away from work longer than the initial nine weeks, refer to the Associate Benefits Book for more information about how the maternity benefits work with their short-term disability elections.

Other leave-related questions

If you have questions or concerns not answered on mySedgwick, contact Sedgwick at [800-492-5678](tel:800-492-5678), Option 7 (for Supervisors or People Partners only).

Questions about pay

If an associate feels that their pay is incorrect, please contact Sedgwick. If the associate still doesn't feel their pay is correct after speaking with Sedgwick, please contact LOAQOD@wal-mart.com.

5 Associates returning to work from a leave of absence

Sedgwick will reach out to the associate typically within seven days of the associate's scheduled return to work.

The associate is instructed to contact the facility once they are aware of their return-to-work date. The associate may be returning with or without restrictions.

When an associate returns from FMLA Leave or Job Protected Leave

- We will reinstate the associate to their former position or to a position providing the associate with the same rate of pay, status, employment benefits, and other terms and conditions the associate had before they took FMLA Leave or Job Protected Leave.
- If the associate cannot perform the essential functions of their former job or an equivalent one and is not eligible for a reasonable accommodation, we may offer the associate an open position for which the associate is qualified and which they can perform, or the associate may request a transfer to another open position.

If an associate returns to work after having used all of their available FMLA or Job Protected Leave

- The associate is not guaranteed any position, including their previous position. Make reasonable efforts to assist the associate in applying for an open position they are qualified to perform, based on your facility's business needs at the time of the associates return.
- The associate's hours scheduled and pay rate will be appropriate to the position offered.
- For additional information, please refer to the [FMLA Leave of Absence Policy](#).

For business-critical reasons, if you bring an associate back to a different schedule, you will need to ensure they are paid appropriately for the scheduled time worked after the leave ended. Please email LOAQOD@wal-mart.com and complete the appropriate web form with the associate's name, WIN, work schedule they should have returned to, and the work schedule they actually returned to. You will be contacted on how to correct the associate's pay.

IMPORTANT: *Please remind the associate to report their return to work to Sedgwick within four days of their leave end date.*

This step is necessary for all leave types to resume the associate's regular wages.

If the associate fails to report their return to work to Sedgwick, resulting in incorrect pay following the return from leave, advise the associate to contact Sedgwick at [800-492-5678](tel:800-492-5678).

How maternity and parental benefits work together

Hourly and Driver associates may use six weeks of continuous parental leave within the first year of the eligible event. Salaried associates may use up to 12 weeks of parental leave in as little as one-week increments within the first year of the eligible event. For more information, please refer to One.Walmart.com/LOA > Overview > Parental Benefit.

Eligibility for Maternity Leave

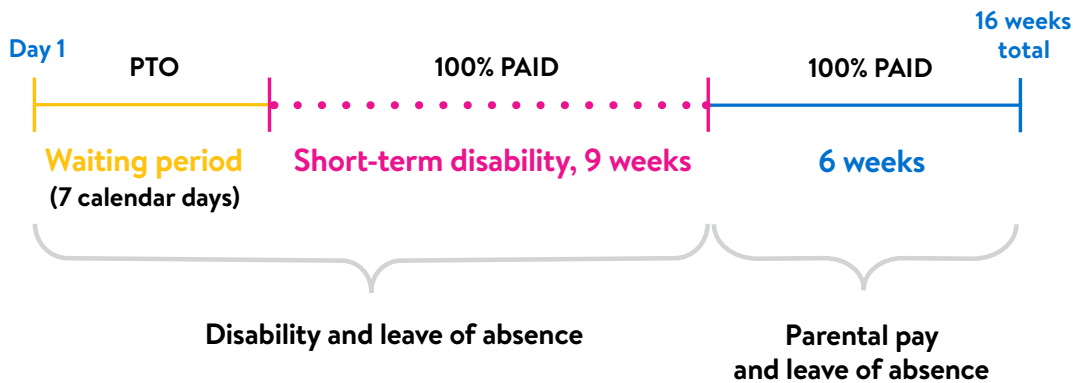
Salaried and truck driver associates – eligible as of date of hire

Full-time hourly associates – eligible following 12 months of service at the time of birth

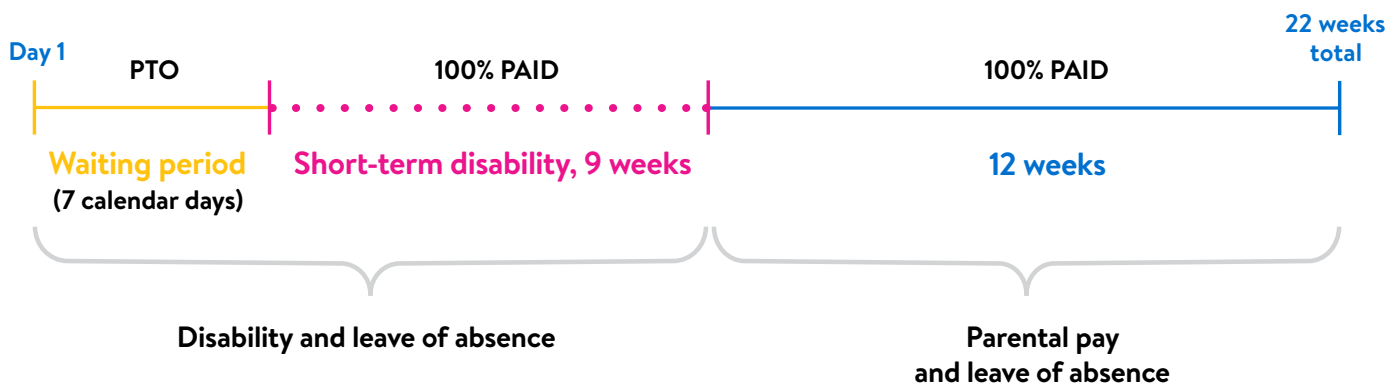
Part-time and temporary associates – not eligible

For birth moms working in CA, CT, DC, HI, MA, NJ, NY, RI, or WA - refer to the State and local leave section at One.Walmart.com/LOA

Hourly and Driver associates



Salaried associates



Information & resources

Toolkit: The Leave of Absence Toolkit for associates offers information about the leave process, plus links to related tools and information on One.Walmart.com/LOA.

Leave policies: Policies for these programs are available under One.Walmart.com > Work > People Policies.

Other benefit resources: Benefit resources for help when associates are away from work are available on One.Walmart.com.

- My Mental Health Resources, provided by Lyra
- Medical plan health care advisor
- Life with Baby

Sedgwick contact information:

Phone: [800-492-5678](tel:800-492-5678)

Fax: [859-264-4372](tel:859-264-4372) or [859-280-3270](tel:859-280-3270)

Email: WalmartForms@Sedgwicksir.com

Accommodation Service Center (ASC):

Phone: [855-489-1600](tel:855-489-1600)