



LEAVE OF ABSENCE

Job Aid for People Partners: Parental Leave

Salary, hourly, and driver associates

The parental benefit supports associates who become parents through birth, adoption, or foster care placement with up to six weeks of protected paid time away from work for hourly/driver associates, and up to twelve weeks of protected paid time for salaried associates.

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 associate leave guide for the type of leave requested located at One.Walmart.com/LOA > 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.

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-week period for driver associates
- Documentation may be required to receive pay while on leave

In the event an associate is not working and has not submitted a leave request within three days of initial leave, please generate the Leave Request Letter to the associate. It can be found on One.Walmart.com/LOA > Leadership Guide > Resources.

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.

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

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

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

Prior to associate's return to work (RTW):

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.

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).

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

Parental Leave: just the facts

This benefit gives moms and dads up to 100% of their average weekly wage (or base pay for salaried associates, or average daily pay for drivers) while they are on an approved parental leave for the birth, adoption, or foster care placement of their child.

How much time

- **Hourly & Drivers** – 6 weeks, must be taken continuously (meaning all at once)
- **Salary** – 12 weeks, taken in as little as one-week increments

When time can be used

Associates can use the parental benefit at any point in the 12 months following the date they became a new parent through a birth, adoption, or foster-care placement.

Since this benefit is part of Walmart’s leave of absence program, associates will need to file a claim with Sedgwick.

Eligibility for Parental 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 they become new parents
- **Part-time and temporary associates** – not eligible

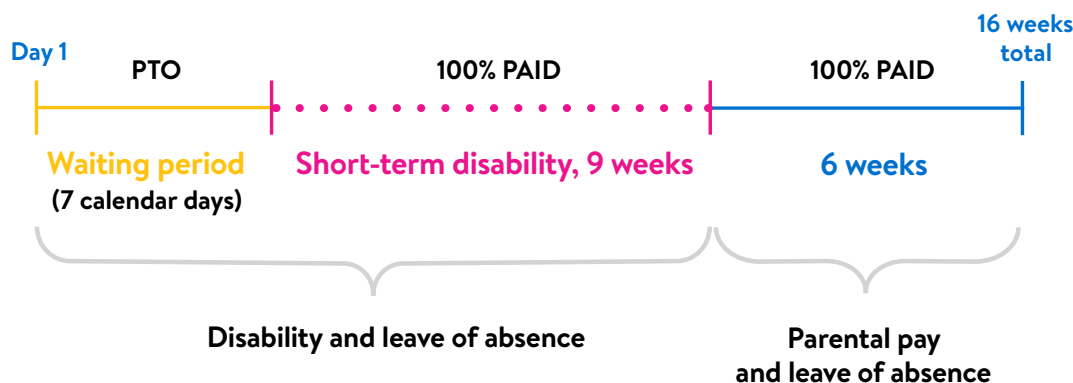
How Maternity and Parental Leave work together

While on an approved maternity leave, birth mothers can receive up to nine weeks of protected paid time at 100% of their average earnings (or base pay for salaried associates, or average daily pay for drivers) after a waiting period of seven calendar days. PTO may be used to get paid during the waiting period.

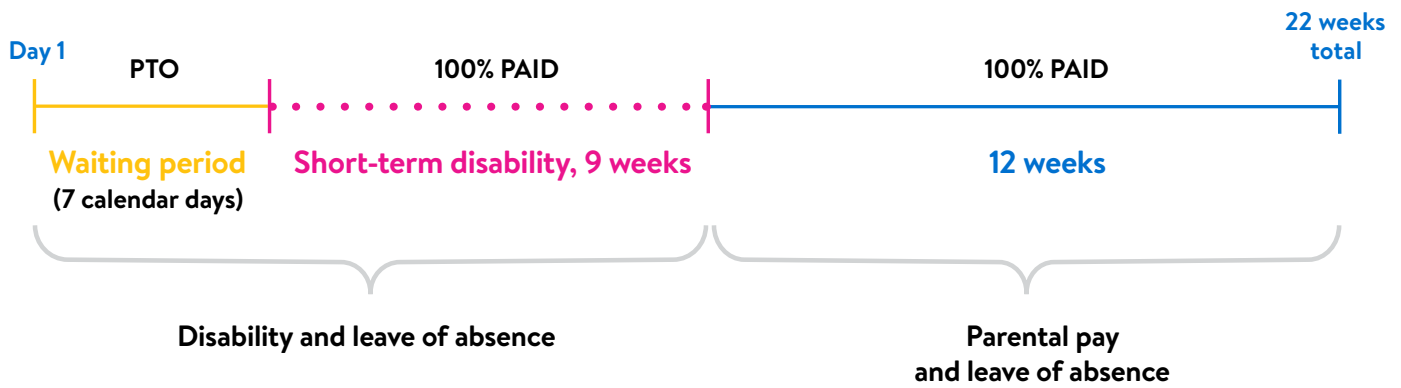
Eligible associates may take parental leave immediately following their maternity benefit, for a total continuous paid leave of:

- **Hourly & Driver** – 16 weeks
- **Salary** – 22 weeks

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)