

# Associate guide to maternity leave.

For full-time hourly, salaried and truck driver associate moms giving birth and taking leave on or after March 1, 2018.



## 1 Requesting Leave



### CONTACT SEDGWICK

Request a leave online or by phone.

Information you will need:

- Walmart Identification Number (WIN)
- Work schedule: two weeks for hourly; three weeks for salaried; four weeks for drivers
- 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 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 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 viaOne® express 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:

- 100% of your average weekly wage for 9 weeks. If your condition requires you be out of work longer, then your benefit payments will be based on your short-term disability selection
- For up to 12 months from the date of birth, parental leave is available to you for 6 weeks paid at 100%, and must be used continuously for the full six weeks
- Both taxes and medical benefit premiums will be deducted from short-term disability payments paid by Sedgwick

## 3 Returning From Leave



### CONFIRM RETURN DATE

Notify your manager before you plan to return to work. Sedgwick will contact you to confirm your return-to-work date prior to the end of your leave. Once you return, confirm your return to work date with your manager and with Sedgwick either by phone or viaOne® express.



### COMPLETE RETURN TO WORK CERTIFICATION

Provide the completed return-to-work certification to your facility on your first day back. Also, fax or email the return-to-work certification form to Sedgwick at least three days prior to your return to work.



### 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.

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## 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

- Salaried and truck driver associates** – eligible as of date of hire
- Full-time hourly associates** – eligible following 12 months of service
- Part-time and temporary associates** – not eligible

If you work in CA, HI, NJ, NY or RI please refer to the guide – “For birth moms working in CA, HI, NJ, NY or RI”

### Sedgwick contact information

<b>Online:</b>	viaOne® express
<b>Call:</b>	800-492-5678
<b>Fax:</b>	859-264-4372
<b>Mailing Address:</b>	P.O. Box 14028, Lexington, KY 40512
<b>Email:</b>	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. [WalmartOne.com/LifeWithBaby](https://WalmartOne.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. [WalmartOne.com/RFL](https://WalmartOne.com/RFL)