Associate guide to parental leave.

For full-time hourly, salaried and truck driver associates who become parents and take a 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 return to work 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.

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**
  - Up to 6 weeks of parental leave pay is available for continuous use following the date you became a new parent through a birth, adoption or foster-care placement that happens on or after March 1, 2018
  - Benefits may be used at any point within 12 months of birth, adoption or foster-care placement
  - Both taxes and medical benefit premiums will be deducted from parental leave 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
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How your parental leave works.

6 WEEKS OF CONTINUOUS PARENTAL PAY
and LEAVE OF ABSENCE CAN BE USED ANY TIME WITHIN THE FIRST 12 MONTHS

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

Sedgwick contact information

Online: viaOne® express
Call: 800-492-5678
Fax: 859-264-4372
Mailing Address: P.O. Box 14028, Lexington, KY 40512
Email: walmartforms@sedgwicksir.com

Other Walmart Benefits available:

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