

eComm associate guide to parental leave.

For full-time hourly and salaried associates.

1 Requesting Leave



CONTACT SEDGWICK

Request a leave online at mySedgwick.com or by phone.

Information you will need:

- Walmart Identification Number (WIN)
- Two week schedule for hourly and three week schedule for salaried associates
- 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 Sedgwick 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 for hourly eComm associates, and 12 weeks for salaried associates, is available for use following the date you became a new parent through a birth, adoption or foster-care placement
- Benefits may be used at any point within 12 months of birth, adoption or foster-care placement and taken in minimum increments of one week
- Both taxes and medical benefit premiums will be deducted from parental leave payments paid by Sedgwick

3 Returning From Leave



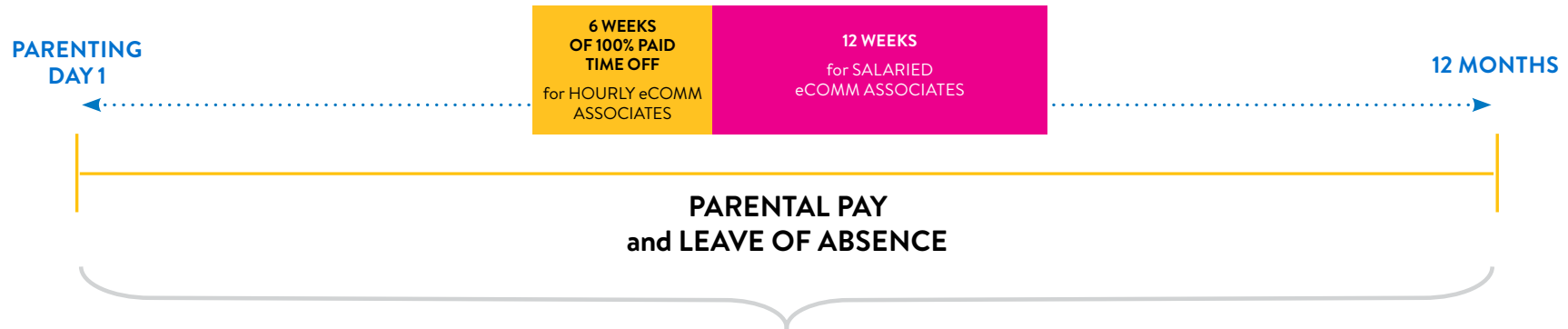
CONFIRM RETURN DATE

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 by visiting mySedgwick.com or by phone.

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4 How your parental leave works.



YOU HAVE 12 MONTHS FROM BIRTH, ADOPTION OR FOSTER CARE PLACEMENT TO USE THE PARENTAL PAY BENEFITS

ELIGIBILITY FOR PARENTAL LEAVE

- Salaried associates** – eligible as of hire date
- Full-time hourly associates** – eligible following 12 months of service at the time of becoming new parents
- Part-time and temporary associates** – not eligible

Sedgwick contact information

Online: mySedgwick.com
Call: [800-492-5678](tel: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. One.Walmart.com/RFL