



# Salaried associate guide to parental leave

*For full-time salaried associates who become parents and take a leave*

## 1 Requesting leave



### Contact Sedgwick

Request a leave online at [mySedgwick.com](https://mySedgwick.com) or by phone at [800-492-5678](tel:800-492-5678).

Information you will need:

- Walmart Identification Number (WIN)
- Three-week work schedule
- Last day worked
- Estimated return-to-work date



### 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, please contact your manager immediately to discuss options.



### Complete release of information

Complete and return the release of information found in your initial packet to Sedgwick by fax to [859-264-4372](tel:859-264-4372), by email to [WalmartForms@Sedgwicksir.com](mailto:WalmartForms@Sedgwicksir.com) or upload to [mySedgwick.com](https://mySedgwick.com).



Stay up to date on your claim by **opting into text messaging** when you contact Sedgwick to request your leave.

## 2 During leave



### Track leave

Track your leave with mySedgwick, 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 12 weeks of parental leave pay is available for use in as little as one-week increments following the date you become a new parent through a birth, adoption, or foster-care placement.
- Any time taken in less than one-week increments will be counted as one full week.
- Benefits may be used at any point within 12 months of birth, adoption, or foster-care placement.
- Both your regular taxes and your cost for medical coverage, if enrolled, will be deducted from your parental leave payments.
- To qualify for benefits under this policy, you must be eligible for parental benefits at the time of the birth, adoption, or foster care placement.

## 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 at [mySedgwick.com](https://mysedgwick.com) or by phone.

## 4 How your parental leave works



### 12 weeks of paid parental leave

Can be used within the the first 12 months following the date of birth or the date of adoption/foster-care placement. This time can be used in as little as one-week increments. Any time taken in less than one-week increments will be counted as one full week.

## Eligibility for parental leave

Salaried associates – at date of hire

## Other Walmart benefits available

### My Mental Health Resources, provided by Lyra®

The My Mental Health Resources program provides associates and their families access to confidential mental health care for a wide range of challenges that may impact their mental and emotional well-being. Through Lyra Health, Walmart's mental health partner, you and your eligible dependents get access to 20 counseling sessions per person, per year, with a licensed therapist or certified mental health coach. You also get unlimited access to a suite of digital wellness tools to help improve your overall well-being. To get started, visit [walmart.lyrahealth.com](https://walmart.lyrahealth.com) or call 1-800-825-3555 for 24/7 support from Lyra's Care Navigator team.

### Sedgwick contact information

**Online:** [mySedgwick.com](https://mySedgwick.com)

**Call:** [800-492-5678](tel:800-492-5678)

**Email:** [WalmartForms@Sedgwicksir.com](mailto:WalmartForms@Sedgwicksir.com)

**Fax:** [859-264-4372](tel:859-264-4372)

**Mailing Address:**

P.O. Box 14028  
Lexington, KY 40512