



# Associate guide to taking Maternity Leave

## For full-time moms giving birth and taking leave

A quick reference tool to help you with the LOA process

### 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)
- Work schedule; three weeks for hourly and 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, 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).



#### Complete medical certification

Take the medical certification forms from the initial packet 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 the medical due date communicated by Sedgwick. This is either 20 days from the time your initial packet is sent or 20 days from your first date of absence, whichever is later. If additional time is needed to submit medical certification, contact Sedgwick prior to the medical certification due date. You can fax to [859-264-4372](tel:859-264-4372), email to [WalmartForms@Sedgwicksir.com](mailto:WalmartForms@Sedgwicksir.com), or upload to mySedgwick.

**It's important to return this information promptly!** Missing or delayed forms are the most common cause of denied leaves.



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

You can use PTO to get paid during the seven-calendar-day waiting period. After the waiting period, here's what to expect:

- This benefit provides up to nine weeks of protected paid time away from work at 100% of your average earnings (or base pay for salaried associates, or average daily pay for drivers). If your condition requires you be out of work longer, then your benefit payments will be based on your short-term disability selection.
- For associates in CA, CT, DC, HI, MA, NJ, NY, RI or WA, Walmart will supplement any state benefit with paid benefits through Sedgwick. The total paid benefits between both programs will not exceed 100% of your income before your leave. Please refer to the **State and local leave section** on the **LOA overview page** at [one.walmart.com/LOA](https://one.walmart.com/LOA) for complete and current details on how your state benefits work.
- You may also be eligible for Parental leave, which is up to 12 months from the date of birth or placement.
- Both your regular taxes and your cost for medical coverage, if enrolled, will be deducted from your short-term disability payments.

## 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. Confirm that Sedgwick has your return-to-work date within four days of your actual return date to ensure that you are re-activated timely.



### 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.

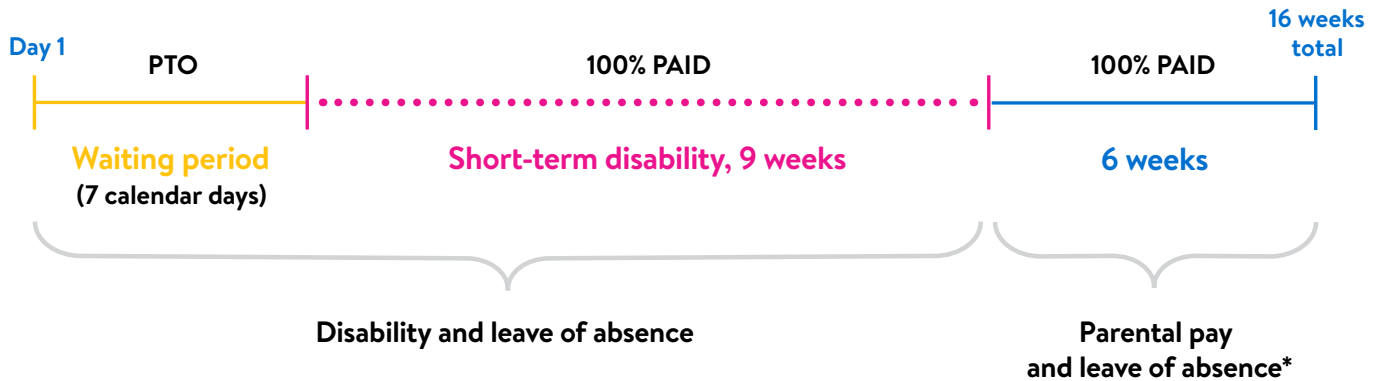


### Do you have restrictions?

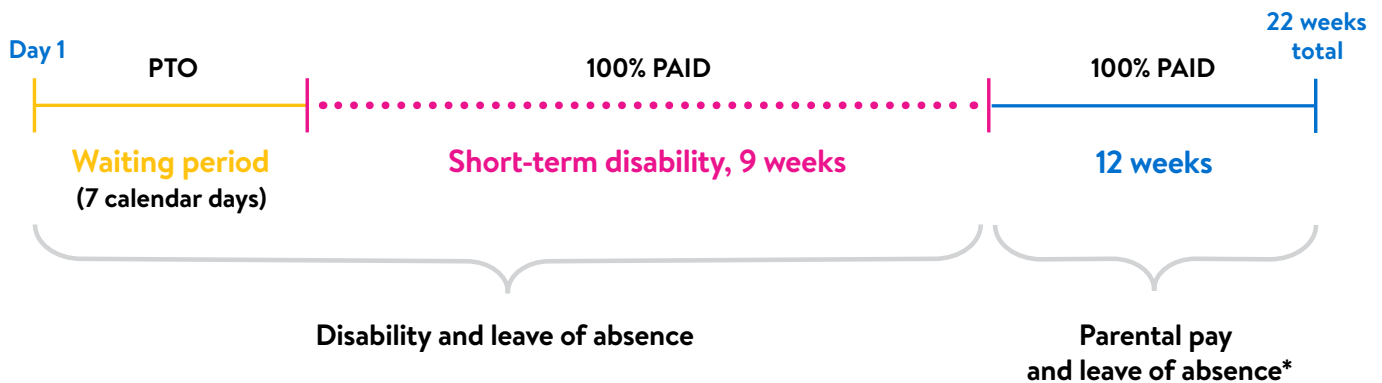
Work with Sedgwick and the Accommodations Service Center to make necessary arrangements if you are returning to work with restrictions and need special accommodations.

## 4 What your maternity leave looks like in combination with parental leave

### Hourly and Driver associates



### Salaried associates



\*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 at the time of becoming new parents

**Part-time and temporary associates** – not eligible

For birth moms working in CA, CT, DC, HI, MA, NJ, NY, RI or WA – refer to the State and local leave section at [one.walmart.com/LOA](https://one.walmart.com/LOA)

## Other Walmart benefits available to 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. [One.Walmart.com/LifeWithBaby](https://One.Walmart.com/LifeWithBaby)

### Resources For Living®

A service dedicated to promoting well-being 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 well-being. [One.Walmart.com/RFL](https://One.Walmart.com/RFL)

## Sedgwick contact information

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

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

**Mailing Address:**

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