



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 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 or upload to 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 or call 1-800-825-3555 for 24/7 support from Lyra's Care Navigator team.

Sedgwick contact information

Online: mySedgwick.com

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

Email: WalmartForms@Sedgwicksir.com

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

Mailing Address:

P.O. Box 14028
Lexington, KY 40512