

Part-time hourly associate guide to taking a leave of absence.

A quick reference tool to help you with the LOA process



1 Requesting Leave



CONTACT SEDGWICK

Request a leave online or by phone.

Information you will need:

- Walmart Identification Number (WIN)
- Two week work schedule
- 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, please contact your manager immediately to discuss options.



COMPLETE RELEASE OF INFORMATION

Complete and return the release of information to Sedgwick by:

- Fax: [859-264-4372](tel:859-264-4372)
- email: WalmartForms@Sedgwicksir.com
- Upload to viaOne® express



COMPLETE MEDICAL CERTIFICATION

Take the medical certification forms 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 20 days after the initial packet was sent by Sedgwick, the medical due date. 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, or upload to viaOne® express.

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

2 During Leave



TRACK LEAVE

Track your leave with viaOne® express including your:

- Claim status (pending/ approved/denied)
- Remaining balance for job protected leave
- Missed days report
- Return to work report



GETTING PAID

You can use PTO to get paid during your leave

3 Returning From Leave



CONFIRM RETURN DATE

We're glad you're coming back to work. Notify your manager before you plan to return. Sedgwick will contact you to confirm your return-to-work date prior to the end of your leave.



COMPLETE RETURN TO WORK CERTIFICATION

At least three days prior to your return, fax or email the return-to-work certification form to Sedgwick. Also, on your first day back to work, provide the completed return-to-work certification to your facility.



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. Your people partner can be a great resource for you in these situations, too.

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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

Absences due to intermittent leave

1. Report intermittent absence online through viaOne® express or call Sedgwick's toll-free number.
2. Prior to the beginning of your shift, report each intermittent absence and all scheduled time missed to Sedgwick.

Absences not reported to Sedgwick within two calendar days of the date of absence will not be approved and may result in disciplinary action.

Leave extensions

1. Sedgwick will reach out to you seven days prior to your anticipated return-to-work date to confirm you are returning as planned.
2. If you need to extend your leave of absence, notify Sedgwick before the end of your current leave to request an extension.
3. Provide additional documentation, as requested, within 20 days. Failure to do so may result in delay or denial of your leave or leave extension.

For more information

Refer to the Leave of Absence Toolkit for detailed instructions and information about the LOA process.

Field Logistic and Home Office Associates: You must call your manager for each absence while your leave request is pending.