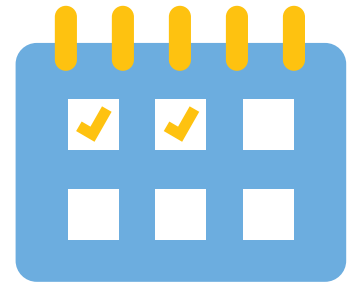


### LEAVE OF ABSENCE

# Parental Leave Requests

FOR HOURLY, SALARIED AND TRUCK DRIVER ASSOCIATES



The parental benefit supports associates who become parents through birth, adoption or foster-care placement with up to six weeks of protected paid time away from work.

## 1. GIVE GUIDANCE AND SUPPORT

When an associate asks about taking a leave of absence, let the associate know you are there to support them during this time and assist them with the process.

## 2. PROVIDE ASSOCIATE LEAVE GUIDE

Provide the appropriate Associate Leave Guide for the type of leave they are requesting, and direct the associate to resources on:

- [One.Walmart.com](https://One.Walmart.com) > Work > Leave of Absence Toolkit or
- [One.Walmart.com/LOA](https://One.Walmart.com/LOA)

Associate Leave of Absence Guides are available when associates are taking a leave of absence for their own health condition including maternity, parental and family care, and all other leave types, including military leave.

## 3. DIRECT THE ASSOCIATE TO SEDGWICK TO SUBMIT LEAVE OF ABSENCE REQUEST

Advise the associate to submit a leave of absence request, as soon as possible. Failure to report their leave of absence in a timely manner may result in missed pay and may cause delays in the approval process.

How to apply for a leave of absence:

- [One.Walmart.com.com/LOA](https://One.Walmart.com.com/LOA) > LOA claims, or
- [mySedgwick.com/Walmart](https://mySedgwick.com/Walmart)
- By phone: contact Sedgwick at [800-492-5678](tel:800-492-5678), option 7 (for Supervisors or People Partners only)

The associate's pay during the leave of absence is based on information the associate shares during the Leave Request intake process. Remind the associate of the importance of providing accurate information to Sedgwick.

For associate to provide to Sedgwick:

- Walmart Identification Number (WIN)
- First day of absence
- Estimated return date
- Work schedule for the last three week period for salaried associates and two weeks for hourly
- PTO days salaried associates wish to use for any unpaid leave, if applicable
- Documentation may be required to receive pay while on leave.



### ELIGIBILITY FOR PARENTAL LEAVE

- Salaried and truck drivers – eligible as of hire date
- Full-time hourly associates – eligible following 12 months of service at the time they become new parents
- Part-time/temporary – not eligible





#### WHERE TO FIND WALMART LEAVE POLICIES

Please review our leave policies on the WIRE for:

- Military
- Personal
- Parental pay and family care pay (salary and drivers)
- Medical
- Maternity
- Parental pay (hourly)

Discuss the importance of providing documentation to Sedgwick or following-up with the health care professional (applicable for medical and family care leaves) to ensure medical documentation is submitted timely to avoid a denied leave and a disruption in pay.

In the event of an associate is not working and has not submitted a leave request within three days of initial leave, please send the Leave Request Letter to the associate. It can be found within the Leave of Absence Toolkit > Management & People Partner Section > Requesting Leave. If the associate isn't working and hasn't submitted a leave within five days of sending the Leave Request Letter, please contact Legal to discuss termination. In the meantime, you can use "unapproved absence" to inactivate the associate and stop their pay in GAIN for salaried associates.

#### 4. SUPPORT THE ASSOCIATE WHILE ON LEAVE OF ABSENCE

Resources to assist the associate while on leave include:

- **Leave Status Report:**
  - You'll receive a report each Wednesday from Sedgwick via email
  - Includes all associates who have submitted a leave to Sedgwick, the status, type, and leave dates, as well as other useful information
- **Status of leave:** Check mySedgwick to review the status of the leave
- **Other leave-related questions:** If you have questions or concerns not answered by mySedgwick, contact Sedgwick at [800-492-5678](tel:800-492-5678), Option 7 (for Supervisors or People Partners only)
- **Questions about pay:** If an associate doesn't feel their pay is correct, please contact Sedgwick. If the associate still doesn't feel their pay is correct after speaking with Sedgwick, please contact [LOAQOD@wal-mart.com](mailto:LOAQOD@wal-mart.com) and use the appropriate web form.

#### 5. ASSOCIATES RETURNING TO WORK FROM A LEAVE OF ABSENCE

##### Prior to associate's return to work (RTW)

The associate is instructed to contact the facility once they are aware of their return to work date. The associate may be returning with or without restrictions.

##### When an associate returns from FMLA Leave or Job Protected Leave

- We will reinstate the associate to their former position or to a position providing the associate with the same rate of pay, status, employment benefits and other terms and conditions the associate had before they took FMLA Leave or Job Protected Leave.
- If associate cannot perform the essential functions of their former job or an equivalent one and is not eligible for a reasonable accommodation, we may offer associate an open position for which associate is qualified and which they can perform, or associate may request a transfer to another open position.

##### If associate returns to work after having used all of their available FMLA or Job Protected Leave

- The associate is not guaranteed any position, including their previous position. Make reasonable efforts to assist the associate in applying for an open position they are qualified to perform, based on your facility's business needs at the time of the associates return.
- The associate's hours scheduled and pay rate will be appropriate to the position offered.
- For additional information please refer to the FMLA Leave of Absence Policy.

For business-critical reasons, if you bring an associate back to a different schedule, you will need to ensure they are paid appropriately for the scheduled time worked after the leave ended. Please email [LOAQOD@wal-mart.com](mailto:LOAQOD@wal-mart.com) and complete the appropriate web form with the associate's name, WIN, work schedule they should have returned to and the work schedule they actually returned to. You will be contacted on how to correct the associate's pay.

If you returned the associate on the correct schedule, but the associate doesn't feel their pay is correct, please email [LOAQOD@wal-mart.com](mailto:LOAQOD@wal-mart.com) and complete the appropriate web form.

**IMPORTANT:** Please remind the associate to report their return to work to Sedgwick.

This step is necessary for all leave types to resume the associate's regular wages.

Sedgwick will reach out to the associate typically within seven days of the associate's scheduled return to work.

The associate's return to work could be reported then, on the associate's medical release, by contacting Sedgwick or by entering their return to work in mySedgwick.

If the associate fails to report their return to work to Sedgwick, resulting in incorrect pay following the return from leave, advise the associate to contact Sedgwick at [800-492-5678](tel:800-492-5678).



**REMINDER**

City or state paid sick leave or other mandated benefits may be available to associates in your area. For more details, please go to [One.Walmart.com/LOA](https://One.Walmart.com/LOA).

## Information & resources

**Toolkit:** The Leave of Absence Toolkit for associates offers information about the leave process, plus links to related tools and information on [One.Walmart.com/LOA](https://One.Walmart.com/LOA).

**Leave policies:** Policies for these programs are available under [One.Walmart.com](https://One.Walmart.com) > Work > People Policies.

**Other benefit resources:** Benefit resources for help when associates are away from work are available on [One.Walmart.com](https://One.Walmart.com).

- Resources For Living®
- Medical plan healthcare advisor
- Life with Baby

### **Sedgwick contact information:**

- Phone: [800-492-5678](tel:800-492-5678)
- Fax: [859-264-4372](tel:859-264-4372) or [859-280-3270](tel:859-280-3270)
- Email: [walmartforms@sedgwicksir.com](mailto:walmartforms@sedgwicksir.com)

### **Accommodation Service Center (ASC):**

- Phone: [855-489-1600](tel:855-489-1600)



### PARENTAL LEAVE: JUST THE FACTS

As a new parent, associates can take up to six weeks of protected paid parental leave.

- **How time is taken:** Time away needs to be continuous, meaning it needs to be taken all at once.
- **When time can be used:** Associates can use the parental benefit at any point in the 12 months following the date they became a new parent through a birth, adoption, or foster-care placement.
- **Family care:** Salaried associates may also be able to use the 2-week family care pay program to cover the time caring for a spouse or dependent who has an eligible medical condition.
- **Getting paid:** Associates will receive 100 percent of their pay (based on your average weekly wages).

Since this benefit is part of Walmart's leave of absence program, associates will need to file a claim with Sedgwick.



### HOW MATERNITY AND PARENTAL LEAVE WORK TOGETHER

Associates may be interested in combining maternity and parental leave. Here's how it works:

Birth mothers can take up to 10 weeks of protected paid maternity leave.

They'll receive 100 percent of their pay (based on your average weekly wages).

Associates can use the new parental benefit (see below) for an additional six weeks, for a total of 16 weeks of protected paid leave for birth mothers.

As with all short-term disability benefits, there is a 7-day waiting period, when associates can use PTO to get paid.

Here's how it adds up to 16 weeks of paid protected leave:

