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Can i take a leave of absence from walmart

Walmart’s maternity benefit, together with a short-term disability benefit, supports eligible associates with a disabling condition by pregnancy. The maternity benefit offers up to nine weeks of protected paid time away from work at 100% of their earnings, after the initial waiting period of seven calendar days. Generally, no medical evidence is required for this benefit; however, it is important for associate to file a LOA claim with Sedgwick. Eligibility: Salaried and truck driver associates – eligible as of date of hire Full-time hourly associates – eligible following 12 months of service Part-time and temporary associates – not eligible Associates working in CA, HI, NJ, NY or RI please refer your state guide for information If an associate has medical complications during or after pregnancy, benefit payments may continue under short-term disability after the end of the maternity benefits. Medical documentation may be required by Sedgwick for these scenarios. California: Full time hourly and all eCommerce associates in CA are offered legally-mandated state benefits, and Walmart will supplement the these with maternity benefits. The total benefits payable under the Walmart maternity plan will not exceed the level of benefits otherwise payable under the plan. Associates may use any earned PTO to get paid during their short-term disability waiting period, or while receiving state benefits. Using PTO may reduce their benefit payment amount from the state. Washington: All eligible associates working in WA are offered legally mandated state benefits. For those who are eligible for maternity benefits, Walmart will supplement the legally mandated benefit with Walmart benefits. The total Walmart maternity benefits in this case will not exceed the level of benefits otherwise payable under the plan. Associates may use any earned PTO to get paid during their short-term disability waiting period, or while receiving state benefits. Using PTO may reduce their benefit payment amount from the state. While you’re on a leave, taking care of yourself or your family is your top priority. Remember to also keep up with what’s going on with your LOA status and disability benefits to make sure your bases are covered, including: Responding promptly to requests for information from Sedgwick, Keeping your benefits coverage up to date, and Planning for your return to work. What you need to do Track your leave status. Log in to mySedgwick to: Keep tabs on your leave – Check the status of your leave request or your disability claims. See how many days of job protection you have left under the Family and Medical Leave Act (FMLA) or a state leave, if applicable. Extend your leave when necessary – Be sure to request an extension as soon as possible if you need to extend your LOA, before your current LOA expires. You will also need to provide additional documentation within 20 days to support an extension request. Sedgwick’s LOA team will guide you through this process. Special Information for Associates Working in the following states You can also call Sedgwick for questions or updates at 800-492-5678. Getting paid while on LOA You may be able to get paid while on a leave, depending on the type of leave you take: COVID-19 Military pay/differential, if eligible PTO, including any remaining personal or sick time Short and long-term disability State specific paid leave Maternity Parental Workers’ compensation For more information, see Getting Paid. Pay your benefit premiums To keep up your benefits coverage during your leave, you must continue to pay the benefit premiums that are normally deducted from your paycheck. If you’re eligible for short-term disability benefits during your leave, your premiums will be deducted automatically from your disability check. If you’re on an unpaid leave, or if you exhaust your short-term disability benefits, you must pay your premiums yourself by the Friday of the end of each pay period. Your coverage may be cancelled after a 30-day grace period for non-payment of your premiums. To learn how much you’ll need to pay and how to make payments, contact People Services at 800-421-1362. keyboard_arrow_left keyboard_arrow_right Go to mySedgwick, to get started on requesting LOA – To take a leave of absence, you need to complete a formal request and have it approved. All LOAs are administered by Sedgwick, our third-party administrator. If you have a disability claim related to your leave, Sedgwick may also handle your short-term disability claim. Sedgwick will review your situation – All leave requests must be submitted to Sedgwick, even if you’re applying for a personal reason requiring approval by your facility manager. Sedgwick will check your eligibility, send your request for approval and record and track your leave. You can request and manage leaves online through Sedgwick’s mySedgwick system. You can also call Sedgwick at 800-492-5678 to request your leave. How do I get paid? While a leave of absence is generally unpaid, you may have access to PTO or disability benefits that can replace part of your income while you’re away. It’s also important to keep up your other benefits coverage by paying your premiums. Note: If you have an approved short-term disability claim, premiums for your benefits, such as your medical plan coverage will be deducted from your short-term disability payments. What if I don’t speak English very well? Sedgwick uses the AT&T language line, which provides a translator for you when you’re talking with a Sedgwick representative. The AT&T language line supports over 40 different languages. You can also submit your medical certification form in Spanish, and Sedgwick will have it translated. When do I request a leave? Whenever possible, submit your request 30 days before the day you plan to start your leave. If your request is for unexpected reasons, get it in as soon as you can, preferably within one business day after learning that you need to take a leave. IMPORTANT: If you’re unable to submit your own request, a People Partner, your manager or a family member can submit it for you. How do I request leave? Step 1: Notify your manager immediately of your need to take a leave Step 2: Follow the normal call-in procedures for your facility Walmart stores: call in each absence until you get confirmation your manager knows about your leave request, usually within a day. After that, you’ll be placed on an inactive status. Sam’s Club: call in each absence until you get confirmation your manager knows about your leave request, usually within a day. Once your leave has been approved by Sedgwick, you’ll be placed on an inactive status. Supply Chain and Home Office: call in each absence until your leave has been approved by Sedgwick and you’re placed on an inactive status. Step 3: Request your leave To request your leave with Sedgwick, you’ll need: Your Walmart Identification Number (WIN) Personal contact information The reason for your leave The fax number for your doctor, if you’re requesting a medical or family care leave The dates for your leave, and whether it’s continuous (all at once) or intermittent (some now, some later) Your most recent two-week work schedule, or a three-week schedule for a military leave When you have all your information together, submit a leave request to Sedgwick either online or by calling their leave team: Going online using mySedgwick, or Phone: 800-492-5678. Special Information for Associates Working in the following states Step 4: Review your leave packet from Sedgwick When Sedgwick gets your request, they’ll open a case for you. You’ll get a letter and your initial leave packet (if approved) by mail or email, depending on your preference. This packet contains important information about your leave and some essential forms. The letter will let you know if you’re eligible for the leave you requested based on your hours and length of service. If you have access to a printer, you can access and print out your initial packet on mySedgwick within two business days of making your request. Step 5: Return your forms Depending on your reasons for a leave, you’ll need to complete forms provided by Sedgwick: Medical Certification/Attending Physician Statement. If your leave is for medical reasons and you are not requesting short-term disability: take this form to your doctor to be completed and be sure it’s returned to Sedgwick within 20 calendar days. Sedgwick can also fax the form to your doctor if you provide them with the information. You should always follow up with your doctor to make sure the form has been completed and returned by the due date. If your leave is a result of emergency medical treatment, Sedgwick will accept information from the emergency room doctor showing the date you went to the ER, the patient treated (yourself or a family member), the medical reason, and the dates the doctor recommends you miss work and continuing treatment of care (meaning ongoing medical treatment). IMPORTANT: Make sure this form is returned promptly. Allow at least 24 hours for your doctor’s office to return the form, then double-check mySedgwick to see if Sedgwick has received it. Release of Information. This form allows Sedgwick to contact your medical providers to coordinate your leave and get additional details or clarification, if needed. To return your completed forms: IMPORTANT: Sedgwick must receive your completed Medical Certification or Attending Physician Statement within 20 days, or your leave and short-term disability claim will be denied. If you are not able to submit the form in time, let Sedgwick know the date you’ll be able to provide it. If you don’t get back to them, your leave will be denied. What if my claim is denied? Understand the reasons behind your leave claim being denied If your request is denied, Sedgwick will call you to explain the reason and will follow up with a letter. The most common reasons for denials are: Not providing all your supporting documentation within 20 days. Not providing additional information requested by Sedgwick within 12 days. Not meeting the eligibility requirements (hours and/or length of time working for Walmart) for the type of leave you’ve requested. Leave requests can also be denied when a medical issue is not considered a serious medical condition, you have exhausted your available leave benefits, or the request is outside Company policy guidelines. A Personal Leave may also be denied by your manager for business reasons. Special Information for Associates Working in the following states If you have questions about why your leave was denied, talk to your Sedgwick Leave Specialist first. Then contact your facility manager to discuss your options and next steps, and whether you plan to return to work. It’s important to keep in mind Sedgwick may approve your leave but deny your disability benefits claim. A disability claim and a leave of absence are set up to be handled at the same time. The medical information needed to support a leave of absence serves to establish you have a serious medical condition and cannot work but the medical certification form used for a disability claim (called an Attending Physician Statement) requires additional medical information and must show you have a disabling condition, as defined by the short-term disability plan. Sedgwick will obtain additional medical documentation from your health care provider to determine if your medical condition meets the definition of disability. Additional medical documentation may include X-rays, laboratory reports, tests, consulting physician reports as well as tests and chart notes from your physician. Accommodations If you aren’t FMLA-eligible, you won’t be eligible for an intermittent leave under the leave of absence policy. However, you can submit a request to the Accommodation Service Center for consideration of intermittent time away from work under the accommodation in employment policy. The Accommodation Service Center will review your request and determine your eligibility. Intermittent accommodation approvals are for your own health condition only. You can contact the Accommodation Service Center at 855-489-1600 Monday through Friday from 8am to 5pm CST. Consider using the Open Door process or file an appeal for a denied leave If you’re not satisfied with Sedgwick’s response to your concerns, or if your request was denied by your facility manager, you can use the Open Door “Step-by-Step” process If Sedgwick denies your short-term disability claim, you have the right to appeal the denial. This means, you can request Sedgwick take another look at your situation and submit additional information about your claim. For more information about appealing short-term disability claim denials, refer to the 2020 Associate Benefits Book with 2021 Summary of Material Modifications. keyboard_arrow_left keyboard_arrow_right Sedgwick will contact you seven days before your scheduled return to work to confirm if you will be returning, and/or determine if an extension may be needed. Depending on your situation, you’ll need to take a few steps to get ready. Report your actual return to work date to Sedgwick – report your actual return to work (RTW) date to Sedgwick within four days of your return to avoid delay with pay and systems access. a. To report your return to work, visit mySedgwick via One.Walmart.com/LOA OR call Sedgwick’s automated IVR line at 1.800.492.5678 - Option 3. Return to work certification – bring your completed certification form on your first day back to work or submit a copy to Sedgwick prior to returning. Understand your work accommodations, if any – our Accommodations Service Center team is happy to support your return to work and will work with you and your medical provider on understanding your needs. Sedgwick will guide you through this process. See the restrictions, adjustments and accommodations section for more details. Special Information for Associates Working in the following states The Family and Medical Leave Act (FMLA) allows you 12 weeks of job protection. If you return to work within the job protection period, you are entitled to the position you held prior to going on leave, or a similar position with the same rate of pay and benefits. Some states offer additional job protection; see the leave policies in the LOA Toolkit. You can check your remaining days of job protection using mySedgwick. Sedgwick will notify you, your manager and your People Partner when you have used all your job-protected time. Returning from a non-job-protected leave If you return to work from a leave that is not covered by job protection, you are not entitled to your former position. Your People Partner and manager will work with you to apply for open positions for which you may be qualified. If no position is available immediately, you will remain in an inactive status for up to 30 days while you continue to search for a position. Restrictions, adjustments and accommodations In some cases, your doctor may release you to work with certain medical restrictions, such as limited lifting or standing. You’ll need to have your doctor describe these restrictions on the Return to Work Certification form. Sedgwick will work with you, your doctor and your facility to determine if a job adjustment or an accommodation is available that can help you perform your job. This could include stools, modified dress code, assistive devices, food/drink, parking, availability changes, equipment or job assistance. To ensure a smooth transition back to work: Have your doctor complete the Return to Work Certification form if your leave is for your own health condition. You’ll find the form in the initial leave packet from Sedgwick, or download the Return to Work Certification (PDF) form and print it. You can also get the form on mySedgwick. Fax the completed Return to Work Certification to Sedgwick at 859-264-4372 or 859-280-3270, or email it to WalmartForms@Sedgwicksir.com or upload to mySedgwick. Notify your manager of your return date, and provide a copy of your Return to Work Certification to your manager and your People Partner prior to your return to work. Remember, you’ll be required to submit your actual return to work date to Sedgwick by either calling Sedgwick or by submitting the actual return to work date using mySedgwick. This helps us make sure your pay will be processed accurately and ensures you’ll have access to the systems needed for your job. And keep in mind that if Sedgwick doesn’t know about your return to work status, it could result in missed pay. If you have restrictions when you are ready to return to work If you need help performing your job due to medical restrictions, work with your doctor and Sedgwick to plan your return before you expect to come back. Sedgwick will help by: Clarifying the appropriate job restrictions with your doctor. Discussing these restrictions with your manager or People Partner to identify possible job adjustments. Referring you to the Accommodation Service Center to determine if there is a reasonable accommodation available which would assist you in returning to your job. If you are unable to perform the job functions of your previous position, either with or without a reasonable accommodation, your leave may be extended or you may be offered reassignment to another position. keyboard_arrow_left keyboard_arrow_right

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