

Do you need to request an Accommodation?

Contact the Nestlé Leave & Disability Service Center (Sedgwick)

What is an Accommodation? If an employee has a disability, as defined under the Americans with Disability Act or the Pregnant Workers Fairness Act, that may require a modification or adjustment to a job or work environment, to allow them to continue to perform the essential functions of their job, the employee may request an accommodation to be reviewed. The Interactive Process will commence which will entail requesting medical documentation and discussions regarding the needs of the employee and requested accommodation.

HOW TO REQUEST AN ACCOMMODATION: (SEDGWICK, OUR 3RD PARTY ADMINISTRATOR)

1. **By phone:** call **877-637-2255** and select Option #4 to be transferred to Sedgwick then select Option #3: Accommodations
2. **Submit online:** Login to the Nestlé Leave and Disability Portal at:
www.mySedgwick.com/NestleLeaves (username and password creation is required)
If you have access to myNestle, you can use the Single Sign On Link under the tab "My Pay & Time Off"

Go straight to
mySedgwick here:



Next Steps (employee responsibility):

- When you file your request, you will be assigned a claim number, write this down for reference. Depending on your specific need, you may have more than 1 claim number.
- Within the next 2 business days, a packet will be sent to you per the preferred contact method you provided – if you selected email, you would need to have the ability to print the forms. **Be sure to review thoroughly.**
- An Accommodation Specialist will be contacting you to review your request. Be sure to answer this call or return the call. Failure to do so may result in the closure of your request.
- Save Sedgwick's phone # 855-620-3755, set up your voicemail, respond to all messages from Sedgwick (text/phone/emails)
- Ensure your medical provider completes the paperwork and submits by the due date
 - Sedgwick can assist in faxing paperwork but will not follow up directly or pay any fees associated.
 - This should list any restrictions/at work accommodations/needs to complete job functions
 - Failure to follow these steps may cause delays with approval or a denial
- Update Sedgwick with any new information: appointments, new phone number, etc.
- Use the online Portal to upload documents and review any documents sent to you.
- Keep your HR in the loop! You may need to have direct conversations with them as well.
- Keep in mind – what you are requesting may not be able to be accommodated, but we will work together to identify any reasonable accommodations that we can offer.
- Sedgwick is the record keeper of this process, but the final determination is up to the local HR to approve.