

Request a Leave Due to: Disability

Contact the Nestlé Leave & Disability Service Center (Sedgwick)

If you know you are going out on a planned leave, you must formally request the leave at least 30 days prior to the leave start date. Failure to do so may cause your approval to be delayed or denied.

What is a disability? A continuous leave for your own medical condition. Examples include: surgery, injury or illness where you have been taken off work and are under care of a medical provider. Employee absences will be reviewed for eligibility for FMLA, and other state or local leaves, and potential Short Term Disability Benefits.

HOW TO REQUEST A LEAVE: (SEDGWICK, OUR 3RD PARTY ADMINISTRATOR)

1. **By phone:** call **877-637-2255**, select Option #4 to be transferred to Sedgwick then select Option #2: Disability requests
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.**
 - Included in the packet is an employee checklist: you will use this throughout your leave. Put on your fridge or take a picture with your phone so it is always handy!
- Save Sedgwick's phone # 855-620-3755, set up your voicemail, respond to all messages from Sedgwick (text/phone/emails).
 - Failure to respond may cause delays with approval and payments.
- Ensure your medical provider completes and returns the paperwork by the due date.
 - Sedgwick can assist in faxing paperwork but will not follow up directly or pay any fees associated.
 - 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 manager/HR in the loop!** Let them know how things are going and when you may be able to return to work.
- If your state offers state disability benefits, you will be required to apply for them directly through the state.
 - Information on state leaves will be included in the communications from Sedgwick.
- Paid time off usage – please review the information in your packet, including the Employee Checklist, as Sedgwick cannot assist with any paid time off questions.

Ready to Return to work (employee responsibility):

- Send your release to **Sedgwick, your Manager and HR**
 - Do not just show up to work, make sure you are able to return and are on the schedule.
 - Any restrictions must be cleared before you can return.
- Report your return to Sedgwick on the actual day of return.
 - By text, phone or leave portal (www.mySedgwick.com/NestleLeaves)
 - Failure to do so may impact your pay.
 - Future return dates cannot be accepted.