

Request a Leave Due to: FMLA or Military Leave

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 FMLA? A federally job protected **UNPAID** leave to care for your own serious health condition, the birth/adoption of a child, or to care for an eligible family member with a serious health condition. This time can be taken in intermittent periods, or for a continuous period of time, lasting more than 3 consecutive days.

Eligibility: An employee must be employed for at least 12 months **and** worked at least 1,250 hours in the 12 month period prior to the leave beginning.

Absences will also be reviewed for eligibility under state or local leave laws or other internal policies/plans.

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

1. **By phone:** call **877-637-2255** and select Option #4 to be transferred to Sedgwick then select Option #1: Leave of Absence
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 myNestlé, 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.**
- 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.
- For FMLA claims: 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.
 - Failure to follow these steps may cause delays with approval or a denial.
- For Military Leaves – Military documentation may be required.
- 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.

Intermittent FMLA absences:

- You **MUST** report all absences to your location
 - Follow normal call off procedures per local policies (failure to do so may result in attendance points)
- You **MUST** report all absences to Sedgwick within 2 calendar days
 - To report an absence call: 855-620-3755, *option 1, then option 2*
 - Report reason when prompted (illness or office visit)
 - Report date and hours when prompted
 - Wait for confirmation #
 - Or enter in the Leave Portal: www.mySedgwick.com/NestleLeaves

***Paid Time Off
must be entered
for any
Intermittent
Absences***