

# REPORTING YOUR LEAVE & DISABILITY CLAIMS



Phone: 800-852-5073 | Fax: 855-259-2246 | mySedgwick Portal | PO Box 14030, Lexington, KY 40512

**Sedgwick will administer Parker's leave and disability programs for claims where the first date of absence is on or after January 1, 2022.**

- FMLA (State/Federal)
- State Leave for New York and New Jersey (other state leave programs will also be coordinated by Sedgwick)
- Paid Parental Leave
- Short Term Disability and Salary Continuation
- Long Term Disability for leaves beginning before and after January 1, 2022

## Reporting FMLA, Parental Leave, or Disability Claims

- Report new claims to Sedgwick as soon as possible prior to the anticipated start of the leave. If the leave is unforeseeable, new claims should be filed within 30 days of the leave start date.
- To report a claim:
  - Call the Parker Leave and Disability Service Center at 1-800-852-5073 (available for claim reporting 24/7), or
  - Go to the MySedgwick portal via the link posted on the YOUR PARKER website homepage. YOUR PARKER can be reached through the Parker intranet, Alight Mobile App, or [www.yourparker.com](http://www.yourparker.com).
- A Sedgwick Leave Specialist will guide you during the claim filing process and throughout the duration of your absence.
- After you report your claim, you can communicate with Sedgwick about your leave via the mySedgwick portal, phone line, or text message. Communication preferences will be confirmed at the time of intake. You may change your preferences anytime by calling the Parker Leave and Disability Service Center at 800-852-5073 or through the mySedgwick portal. To receive email correspondence from Sedgwick, you must first provide Sedgwick with approval to use email as the method of contact. Otherwise, all communication will be done via the portal.
- The Parker Leave and Disability Service Center can assist with general questions about your leave such as the date your medical information is due, the date the last medical information was received, the status of your leave, and other basic leave policy and process information.
- You will receive an initial packet from Sedgwick containing a step-by-step guide and important forms to be completed and returned.
- Sign and return required forms by uploading on mySedgwick portal, via email, or fax:
  - Healthcare Provider Certification Form: This form must be completed by your healthcare provider and returned by the communicated deadline. Sedgwick uses this form to approve your leave. If you do not return supporting documentation by the date required, your request for leave may be denied.
  - Authorization to Seek Clarification or Authentication Form (Non-CA): Signing and returning this form helps expedite your claim decision but is not required to process your leave.
- Keep your manager, HR Team, and Parker Leave and Disability Service Center informed of your leave status. Contact the Parker Leave and Disability Service Center at 800-852-5073 if you have any questions or need to make any changes to your leave.
- Intermittent Absence Time Reporting: You are required to report all absences according to your local attendance policy. In addition, you are required to report your intermittent absences, whether full or partial days, within one business day of the absence to Sedgwick by:
  - Submitting your intermittent absence online via the mySedgwick portal; or
  - Calling the Parker Leave and Disability Service Center at 800-852-5073