

Requesting a Leave of Absence

Call your Employer to request your absence.

Call Sedgwick at **888.436.9530** or visit timeoff.sedgwick.com to initiate a request for leave.

Provide information requested by Sedgwick as soon as possible.



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Access your absence information from the Sedgwick Employee Portal to:

- Initiate a claim
- View claim status in real-time
- Access claim documents
- Track multiple absences
- View available hours for all absence types

Visit timeoff.sedgwick.com to create your Employee Portal account, or call our customer service team at **888.436.9530**.