

# Requesting a Leave of Absence

1. Call your Employer to report your absence.
2. Call Sedgwick at **888.436.9530** or visit [timeoff.sedgwick.com](http://timeoff.sedgwick.com) to initiate a request for leave.
3. Provide information requested by Sedgwick as soon as possible.



## 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
- Communicate with your claim representative

Visit [timeoff.sedgwick.com](http://timeoff.sedgwick.com) to create your Employee Portal account, or call our customer service team at **888.436.9530**.