

Do you need extended time away from work to take care of yourself or a loved one? Here's how to arrange your absence.

Extended Leave



What to do before your leave.

- Request your leave with Sedgwick **30 days** before your expected leave date or as soon as possible.
- Submit any required documentation.
- Visit **mytree** and review the leaves of absence page for more helpful resources.
- Talk to your manager or HR Business Partner about your timeline and transition plan.
- If you currently have benefits coverage, please reach out to **Benefits@dollartree.com** for details around continuation of your insurance.



Reach out to Sedgwick.

Dollar Tree partners with Sedgwick to handle leaves of absence. They will be your point of contact throughout your leave process. Call **877-215-3437** and select option (4) from the main menu. Or visit **mysedgwick.com** to start the process.



Reach out to Unum.

Disability pay is handled separately from the leaves process. If you are taking a paid leave, you must take other steps to arrange your disability payments. Call **888-637-9431** or visit **unum.com** to get started.



What to do during your leave.

- Keep in touch with your manager and Sedgwick. They will tell you how often to reach out.
- The Dollar Tree Benefits Team will provide you a letter advising on how to continue to make benefits premium payments while out on leave to avoid cancellation of coverage.



What to do to return to work.

- Notify your manager, HR Business Partner, and Sedgwick of your return-to-work date **no more than two weeks** before you return.
- Submit your doctor's medical release if you are on a medical leave.
- Talk to your manager or HR Business Partner if you need to adjust your schedule.
- If your benefits have been cancelled or you elected COBRA while out on leave, upon your return to work, you have 30 days to notify the Benefits Team at **benefits@dollartree.com** to reinstate your coverage.