



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** to initiate a request for leave.
3. Provide information requested by Sedgwick as soon as possible.

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| **CBRE**



Access 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** to create your Employee Portal account, or call our customer service team at **888.436.9530**.