



Human Resources Department

Benefits Division

City Hall, 12th Floor, Suite 1201
414 E. 12th Street
Kansas City, Missouri 64106

fmla@kcmo.org

October 15, 2024

Re: Family Medical Leave Recertification Calendar Year 2025

Attention City of Kansas City Missouri Employee:

The City of Kansas City Missouri tracks Family Medical Leave (FML) on a calendar year basis. You have received this packet because you have been approved for FML that expires December 31, 2024. If you **and/or** an eligible family member have a serious health condition that will cause you to continue to have a need for FML in 2025, you will need to submit a **new** FML Employee Request and Certification of Health Care Provider form. Please ensure that these forms are complete and legible to avoid a delay in processing. The Certification of Health Care Provider **must include diagnosis, duration and frequency needed.**

Enclosed you will find an Employee Request Sheet, Certification of Healthcare Provider forms for Employee's Serious Health Condition and Family Member's Serious Health Condition. Please make additional copies if you need more than one approval for 2025. For additional information regarding the City's Family Medical Leave policy, Payment of Insurance Premiums and/or the Sick Leave Donation Policy(s) please go to **kcmo.gov>mykcmo.sharepoint.com>Departments>Human Resources>Benefits >Family Medical Leave (FMLA).**

The enclosed forms must be returned to the Benefits Office by December 31, 2024 to be effective January 1, 2025. Completed information can be faxed to the Benefits Office at **(816) 513-1953** or emailed to **fmla@kcmo.org**. After December 31, 2024, you still have the option to submit medical documentation with the understanding that workdays missed prior to receiving the completed forms may not be approved as Family Medical Leave.

If you have questions, please feel free to contact the Benefits Office at 816-513-1932.

Sincerely,

Antionetta Jones

Sr. Human Resources Specialist
Human Resources Benefits Division

Enclosures