



July 8, 2011

TO: ALL CAPITAL DISTRICT EMPLOYEES

SUBJECT: FMLA PROCESSING – TRANSITION TO HRSSC

Effective July 11, 2011, the Capital District will transition FMLA processing to the Human Resources Shared Service Center (HRSSC).

The daily processing of Family and Medical Leave Act (FMLA) requests and notifications should be mailed to the following mailing address:

**HRSSC – FMLA CAPITAL METRO
PO BOX 970903
GREENSBORO NC 27497-0903**

Employees should contact the HRSSC at 877-477-3273, Option 5, then press 6. Employees can also fax their FMLA documentation to: 651-456-6036.

Please be assured that any FMLA documentation received by our office prior to the July 11, 2011 transition date will be date-stamped and sent via Express mail to the HRSSC.

Monni Preston

Monni Preston
Manager, Health & Resource Management