



FMLA REPORTING SYSTEM (CALL-IN LINE)

Effective 12:01 a.m. ET on November 16, MorningStar Health will assume the administration of Kent County Family and Medical Leave Act (FMLA) plans. MorningStar's experienced healthcare professionals will be medically certifying your medical or family leave requests.

At this time, you will be required to call a new toll-free number to **initially request an FMLA leave**. In conjunction with this call to MorningStar, please complete the County's "Request for Leave of Absence" Form and submit to your supervisor.

Additionally, you will be required to call MorningStar to **report all FMLA absences**. Please note: You must continue to comply with your department call-in procedures.

A guide to assist you through the call-in process of reporting an absence is also enclosed. Please note that your identification number is your Employee ID. Your PIN will be 4 digit birthday (month/day). You will need both of these numbers when accessing this System to report an absence. The System will prompt you each step of the way to report your absence and request FMLA.

If you have a **previously approved FMLA claim** for intermittent use (e.g., asthma), your claim will be "active" in the MorningStar System. This means that if you need additional time away from work, you will use the toll-free phone number listed in your brochure or on your card to report your FMLA, or to request a new leave. You can also check your available FMLA hours by calling the System and selecting the designated prompt.

Kent County and MorningStar are committed to providing you with exceptional service. If you have any questions about the above process, please feel free to contact (616) 632-7440 Option 5 or MorningStar at (888) 674-3652 (on or after November 16th).

The County's FMLA policy can be found in the "Human Resources Policies and Procedures Manual" and the "17th Circuit Court and Kent County Policies and Procedures Manual."