



08/01/2025

COB Employee

RE: City of Birmingham
New Absence Administrator

Greetings:

Up to now, your Family Medical Leave of absence with City of Birmingham has been administered internally by your Human Resources Department. Effective August 1, 2025, The Standard will take over the administration of your leave. This is an administrative change only. It does not impact your eligibility or the status of your current absence.

The toll-free number for reporting absences or inquiring about absences will change to 1-888-895-0641. The mailing address you should use from now on is: Standard Insurance Company, P.O. Box 3877, Portland, OR 97208.

Your Human Resources will facilitate your leave intake and address your questions until the changeover date. Beginning August 1, 2025, The Standard's Absence Management Service Center will perform all intake functions, provide status information and respond to any leave inquiries.

We will have access to all communications you have had with City of Birmingham, including any document you have recently mailed to them.

Once again, this transition in administration does not affect the status of your current absence. Should you have any concerns regarding the transition from City of Birmingham to The Standard, or any questions regarding your absence, please direct them to 1-888-895-0641. We will be happy to help you.

Sincerely,

Absence Management Service Center