Appoint, Change and Terminate (ACT) Documentation
Military Leave with Pay

The military leave with pay document reason is used for the period of time in which an employee is to receive military leave (ML) pay (21 - 8 hour days per calendar year) during an active duty assignment. Employees with available accrued Personal Holiday and or Vacation time may elect to remain in a “with pay” status up to the length of accrued benefit time available.

When using the military leave with pay document reason, the ACT Main Form and the Assignment Form are the only forms you will be able to access.

UAB HR Officer → HR Transactions → ACT → Find Window

1. Use the Find Window to locate the employee.

2. Click on the Create New Document button.

3. The ACT Main Form will open. Click once in the Document Reason field.

4. Use the Document Reason LOV to choose military leave with pay or type the words Military Leave with Pay in the Document Reason field.

5. Click inside the Effective Date field, choose and effective date from the Calendar LOV or type in the desired date. Remember to use the DD-MM-YYYY format.
6. Click on the **SAVE** button at the bottom of the **ACT MAIN FORM**. The Administrative System will automatically generate a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** field will be **OPEN**.

![ACT Main Form](image)

7. Click on the **ASSIGNMENT** button from the **ACT MAIN FORM**. The **ASSIGNMENT FORM** will open.

8. Click in the **EXPECTED RETURN DATE** field.

9. Enter the **date the employee will return to work** if the leave period is less than 21 days **or the first day the employee will enter a “without pay” status**.

   **Note:** A maximum of 21- 8 hour working days with pay per calendar year is provided to all employees who are ordered to military duty. This 21 working days per year includes weekend drills as well as summer training and any other type military duty, except that which is noted in Alabama law, Ala. Code Section 31-12-1. Employees will be paid only for the time for which they would ordinarily be scheduled to work for UAB.
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10. Click on the **RETURN TO PREVIOUS** button located at the bottom of the **ASSIGNMENT FORM** to return to the **ACT MAIN FORM**.

11. Click in the **ATTACHMENTS CHECKBOX** indicating attachments are being routed with the ACT Document. To review required attachments, [click here](#).

12. A **checkmark** has been placed in the **ASSIGNMENT CHECKBOX** indicating the **EXPECTED RETURN DATE** field has been completed on the **ASSIGNMENT FORM**.

13. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.

14. Print the **ACT MAIN FORM**; attach to the front of attachments to be forwarded to HRM Records Administration for approval.

15. The **DOCUMENT STATUS** field changes to **READY**; the document enters workflow for approval.

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