

Employees called to active military duty are eligible for a **Military Leave of Absence**. In order to place an employee on a Military Leave of Absence a **Military Leave with or without pay ACT document** must be completed. [Click here](#) for more information concerning UAB Military Leave Policy and Procedures (UAB Policy and Procedure Manual policy 304D).

A copy of the military orders or other satisfactory documentation of attendance must be provided to the supervisor or department/unit head for employees or the Department Chair, Dean or Library Director for faculty members as soon as received.

Information you must know before creating a Military Leave of Absence with pay or without pay ACT document:

- **Start** and **projected end date** of the Military Leave.
- Amount of **Military Leave pay** (21 (8 hour) days per calendar year) available for the current calendar year.
- Amount of **Accrued Benefit Time** the employee has available if opting to utilize before entering a non-paid status.

Biweekly paid employees – accrual balances can be viewed in the Administrative System using the “**VIEW BIWEEKLY ACCRUAL BALANCES**” menu option. For instructions on how to view the **VIEW BIWEEKLY ACCRUAL BALANCES**, [click here](#).

Monthly paid employees – accrual time balances are monitored on the departmental level; monthly paid employee accrual balances are not maintained or monitored in the Administrative System.

- **Start** and **end date** of with pay and without pay portion of the Military Leave of Absence.

Documentation has been developed to assist end users in processing Military Leave of Absence documents; you may access the training documentation by clicking on the appropriate link.

- [Creating a Military Leave with Pay Document](#)
- [Creating a Military Leave without Pay Document](#)
- [Creating a Military Leave with and without Pay](#)
- [Extending a Military Leave of Absence](#)
- [Using the Employee on Leave of Absence Report](#)