Appoint, Change and Terminate (ACT) Documentation
Return from Leave Document

A Return from Leave Document must be completed on all faculty members, employees, students or trainees who have been placed in a Leave of Absence status for a designated period of time within the Administrative Systems. Once the Return from Leave Document has entered a "Complete" status the faculty member, employee, student or trainee will be returned to an active pay status.

UAB HR Officer → HR Transactions → ACT → Find Window

**Note:** Before creating the Return from Leave Document, verify the date in the **EXPECTED RETURN DATE** field located on the ASSIGNMENT FORM is the same or later than the **EFFECTIVE DATE** of the Return from Leave Document. If the date in the **EXPECTED RETURN DATE** field is an earlier date than the **EFFECTIVE DATE** of the Return from Leave Document, the leave of absence must be extended to the correct **EXPECTED RETURN DATE**. For instructions on how to extend a Leave of Absence, click here.

1. Use the **FIND WINDOW** to locate the employee to be returned from leave.

![Find Window](image)

2. Click on the **CREATE NEW DOCUMENT** button. The **ACT MAIN FORM** opens.
3. Use the DOCUMENT REASON LOV to choose RETURN FROM LEAVE or type the words Return from Leave in the DOCUMENT REASON field.

4. Once inside the EFFECTIVE DATE field, choose an effective date from the Calendar LOV or type in the desired date. Remember to use the new date format: DD-MMM-YYYY.

5. Click in the ATTACHMENTS box, a checkmark will display indicating attachments are being forwarded to HRM Records Administration. For a list of attachments to accompany a Return from Leave document, click here.

6. Click on the SAVE button at the bottom of the form. The system assigns a DOCUMENT NUMBER and the DOCUMENT STATUS is Open.
7. Once you have verified the **EFFECTIVE DATE** is correct, click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The Note below will display.

![Note]

Please print the main form and route with attachment(s).
Document #: 166601
Employee #: Garmon, Nancy
Identification Number: 1002999

Click on **OK**, the document enters workflow and the **DOCUMENT STATUS** changes to **READY**. Print the **ACT MAIN FORM** and route with attachments to HRM Records Administration for Approval.

8. Click on **OK**, the document enters workflow and the **DOCUMENT STATUS** changes to **READY**. Print the **ACT MAIN FORM** and route with attachments to HRM Records Administration for Approval.

**RETURN TO TOP**