Members of the tenure-earning or tenured faculty may apply for sabbatical leave. Refer to the Faculty Handbook (Section 4) for sabbatical leave guidelines, eligibility, and requesting procedures.

Click here to review UAB Policy 4.4 Sabbatical Leave. Click here to access the Faculty Request for Approval of Sabbatical or Leave without Pay Form.

The SABBATICAL FULL PAY document reason is used to place a Faculty member on a Sabbatical Leave of Absence for a period of one-half year (6 months) at full pay.

UAB HR Officer → HR Transactions → ACT → Find Window

1. Use the FIND WINDOW to locate the employee.

![Find Window](image)

2. Click on the CREATE NEW DOCUMENT button.

3. The ACT MAIN FORM will open. Click once in the DOCUMENT REASON field.
Appoint, Change and Terminate (ACT) Documentation
Sabbatical Full Pay Leave Document

4. Use the DOCUMENT REASON LOV to choose SABBATICAL FULL PAY or type the words Sabbatical Full 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.
7. Click on the ASSIGNMENT button from the ACT MAIN FORM. The ASSIGNMENT FORM will open.

8. Click in the EXPECTED RETURN DATE field. Enter the expected return date for the employee using the calendar LOV. The EXPECTED RETURN DATE will be six months from the Document Effective Date.
Note: Entering the Expected Return Date does not automatically return the employee from leave. A RETURN FROM LEAVE DOCUMENT MUST BE PROCESSED BEFORE THE EMPLOYEE WILL BE RETURNED TO AN ACTIVE STATUS.

9. Enter comments, if applicable, in the COMMENTS field at the bottom of the ASSIGNMENT form. Comments entered here will appear on the ACT MAIN FORM.

10. Click on the SAVE button at the bottom of the ASSIGNMENT form.

11. Click on the RETURN TO PREVIOUS FORM button to return to the ACT MAIN FORM.

12. Click in the ATTACHMENT box; a Checkmark will appear. Attachments are required for Sabbatical Full Pay documents. For a list of attachments required by HRM Records Administration, click here.

13. A check mark now appears in the ASSIGNMENT checkbox, indicating a change has been entered on the ASSIGNMENT form.
14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.

![Note]

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

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

![ACT Main Form]

*RETURN TO TOP*