## Appoint, Change and Terminate (ACT) Documentation Extending a Medical Leave of Absence

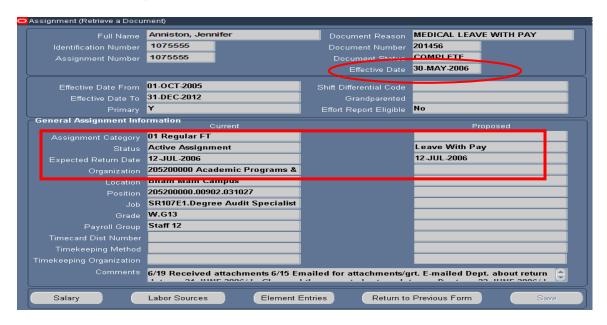
When creating a Medical Leave of Absence ACT document an **EXPECTED RETURN DATE** is entered on the **ASSIGNMENT FORM**. The **EXPECTED RETURN DATE** is the anticipated date the employee is to return to work as defined by the health-care provider.

When the *health-care provider*, *certifies* additional time past the original **EXPECTED RETURN DATE**, a *new* ACT document must be processed to extend the leave of absence period.

- If the employee <u>will not</u> exhaust the maximum 16 work weeks of medical leave before returning to work, a <u>new Medical Leave of Absence ACT</u> (with or without pay) document must be created.
  - ❖ The DOCUMENT EFFECTIVE DATE for the new medical leave of absence ACT document will be the EXPECTED RETURN DATE from the original medical leave of absence ACT document.
  - ❖ The EXPECTED RETURN DATE for the <u>new leave of absence ACT document</u> will be the <u>new</u> return to work date as stated on the <u>new</u> health-care providers' statement; up to one day past the maximum 16 work weeks.

<u>Scenario</u>: Jennifer Anniston's health-care provider originally certified, a Medical Leave of Absence for the period of *May 30, 2006* through *July 11, 2006*. The health-care provider anticipated she would be able to return to work on *July 12, 2006*.

The original *Medical Leave of Absence (with or without pay) ACT document* was completed with a **DOCUMENT EFFECTIVE DATE** of *May 30, 2006* and an **EXPECTED RETURN DATE** of *July 12, 2006*.



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Early July, Jennifer's health-care provider, *certified*, she not return to work until *August 1, 2006*.

Since Jennifer <u>has not</u> exhausted her 16 work week maximum; a **new Medical Leave of Absence** (with or without pay depending on available accrual balances) **ACT document** with an **DOCUMENT EFFECTIVE DATE** of **July 12, 2006** and an **EXPECTED RETURN DATE** of **August 1, 2006** must be created extending the Medical Leave of Absence period.

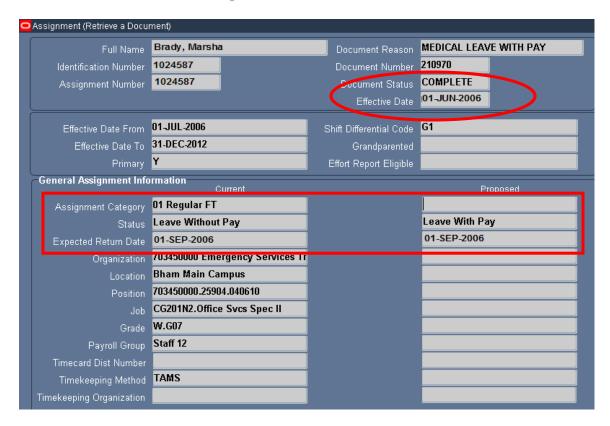
For instructions on how to create Medical Leave of Absence ACT document, <u>click</u> <u>here.</u>

- If the employee <u>has</u> or <u>will</u> exhaust the maximum16 work weeks of medical leave before being released by the health-care provider to return to work; the extended leave period past the maximum16 work weeks, must be taken as a *Personal Leave* of *Absence*.
  - ❖ A Medical Leave of Absence ACT document (with or without pay) is created for the leave period up to the maximum 16 work weeks.
  - ❖ A Personal Leave of Absence ACT document must be created for the extended leave period past the maximum 16 work weeks. The employee must meet the requirements for personal leave of absence.
    - The DOCUMENT EFFECTIVE DATE for the Personal Leave of Absence ACT document will be the EXPECTED RETURN DATE from the medical leave of absence ACT document which completes the maximum 16 work weeks.
    - The EXPECTED RETURN DATE for the Personal Leave of Absence ACT document will be the new return to work date as stated on the new healthcare providers' statement.

<u>Scenario</u>: Marsha Brady's health-care provider originally certified a medical leave of absence for the period of <u>June 1</u>, <u>2006</u> through <u>August 31</u>, <u>2006</u> (<u>13</u> <u>work weeks</u>). The health-care provider anticipated she could return to work on <u>September 1</u>, <u>2006</u>.

The original *Medical Leave of Absence (with or without pay) ACT document* was completed with a **Document Effective Date** of **June 1, 2006** and an **EXPECTED RETURN DATE** of **September 01, 2006**.

## Appoint, Change and Terminate (ACT) Documentation Extending a Medical Leave of Absence



Late August the health-care provider *certified* Marsha could not return to work until *October 1, 2006*.

Marsha will exhaust the maximum16 work weeks of medical leave after **September 21**, **2006**; two (2) separate ACT documents must be completed to extend this leave period thru **September 30**, **2006**.

## Document One:

A <u>new Medical leave of absence ACT document</u> (with or without pay depending on available accrual balances) must be created with a **DOCUMENT EFFECTIVE DATE** of **September 01, 2006** and a <u>new EXPECTED RETURN DATE</u> of **September 22, 2006** (the first day past the maximum 16 work weeks). For instructions on how to create a **Medical Leave of Absence ACT document**, <u>click here</u>.

#### **Document Two:**

A **Personal Leave of Absence** (with or without pay depending on available accrual balances) **ACT document** with a **DOCUMENT EFFECTIVE DATE** of **September 22, 2006** and an **EXPECTED RETURN DATE** of **October 1, 2006** for the additional Leave of Absence period past 16 work weeks. For instructions on how to create a **Personal Leave of Absence ACT document**, **click here**.

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