

## 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.

1. If the employee **will not** exhaust the maximum 16 work weeks of medical leave before returning to work, a **new** Medical Leave of Absence ACT (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 **new leave of absence ACT document** will be the **new** return to work date as stated on the **new** health-care providers' statement; up to one day past the maximum 16 work weeks.

**Scenario:** 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**.

Assignment (Retrieve a Document)

Full Name	Anniston, Jennifer	Document Reason	MEDICAL LEAVE WITH PAY
Identification Number	1075555	Document Number	201456
Assignment Number	1075555	Document Status	COMPLETE
		Effective Date	30-MAY-2006
Effective Date From	01-OCT-2005	Shift Differential Code	
Effective Date To	31-DEC-2012	Grandparented	
Primary	Y	Effort Report Eligible	No

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date	12-JUL-2006	12-JUL-2006
Organization	205200000 Academic Programs &	
Location	Onam Main Campus	
Position	205200000.00902.031027	
Job	SR107E1.Degree Audit Specialist	
Grade	W.G13	
Payroll Group	Staff 12	
Timecard Dist Number		
Timekeeping Method		
Timekeeping Organization		
Comments	6/19 Received attachments 6/15 Emailed for attachments/grt. E-mailed Dept. about return	

Salary Labor Sources Element Entries Return to Previous Form Save

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

Since Jennifer **has not** 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, [click here](#).

2. If the employee **has** or **will** exhaust the maximum 16 work weeks of medical leave before being released by the health-care provider to return to work; the extended leave period past the maximum 16 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** health-care providers' statement.

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

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**.

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**Assignment (Retrieve a Document)**

Full Name	Brady, Marsha	Document Reason	MEDICAL LEAVE WITH PAY
Identification Number	1024587	Document Number	210970
Assignment Number	1024587	Document Status	COMPLETE
		Effective Date	01-JUN-2006

  

Effective Date From	01-JUL-2006	Shift Differential Code	G1
Effective Date To	31-DEC-2012	Grandparented	
Primary	Y	Effort Report Eligible	

  

**General Assignment Information**

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Leave Without Pay	Leave With Pay
Expected Return Date	01-SEP-2006	01-SEP-2006
Organization	703450000 Emergency Services II	
Location	Bham Main Campus	
Position	703450000.25904.040610	
Job	CG201N2.Office Svcs Spec II	
Grade	W.G07	
Payroll Group	Staff 12	
Timecard Dist Number		
Timekeeping Method	TAMS	
Timekeeping Organization		

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

Marsha will exhaust the maximum 16 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 **new Medical leave of absence ACT document** (with or without pay depending on available accrual balances) must be created with a **DOCUMENT EFFECTIVE DATE** of **September 01, 2006** and a **new EXPECTED RETURN DATE** 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**, [click here](#).

**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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