UAB LEAVE OF ABSENCE PROCESS OVERVIEW

**EMPLOYEE**

1. Request Leave

2. Employee/Health Care Provider sends completed forms to Employee Health

3. Tracking employee time off

4. On Leave

5. Employee/Health Care Provider sends Return To Work authorization form to Employee Health

6. Returns from leave

**MANAGER/DEPARTMENT**

1. Receipt & Eligibility to Employee/Mgr/Dept

2. Approval/Denial to Employee/Mgr/Dept

3. Approval to return to work

**HR RECORDS**

1. Receive & Eligibility to Employee/Mgr/Dept

**EMPLOYEE HEALTH**

1. Verification of forms and eligibility

2. Notifies LOA team on decision

3. Creates ACT Document

4. Creates ACT Document

5. Creates ACT Document

6. Creates ACT Document

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Automated Manual