

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

When creating a Family 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 will return to work as defined by the health-care provider.

When the *health-care provider, in writing*, request 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 **will not** exhaust the maximum 12 work weeks of family medical leave, a **new Family Medical Leave of Absence ACT document** (with or without pay) must be created.

1. The **DOCUMENT EFFECTIVE DATE** for the **new FMLA ACT document** will be the **EXPECTED RETURN DATE** from the original Family Medical Leave of Absence ACT document.

The screenshot shows a web-based form titled "Assignment (Retrieve a Document)". It contains the following fields and values:

Full Name	Glasgow, Amanda L	Document Reason	FMLA WITH PAY
Identification Number	1034888	Document Number	198647
Assignment Number	1034888	Document Status	COMPLETE
		Effective Date	20-MAY-2006
Effective Date From	10-APR-2006	Shift Differential Code	
Effective Date To	31-DEC-2012	Grandparented	
Primary	Y	Effort Report Eligible	Yes
<b>General Assignment Information</b>			
Assignment Category	01 Regular FT	Current	Prof
Status	Leave With Pay		
Expected Return Date	29-JUN-2006		29-JUN-2006
Organization	311402600 Med - Nephrology		
Location	Bham Main Campus		
Position	311402600.07902.031001		
Job	RL112E0.Research Assistant		
Grade	W.R42		
Payroll Group	Staff 12		
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Comments	Documentation on file in Employee Health		

A yellow callout box points to the "Expected Return Date" field (29-JUN-2006) with the text: "Use this as the DOCUMENT EFFECTIVE DATE on the new FMLA ACT Document extending the FMLA".

2. The **EXPECTED RETURN DATE** for the **new FMLA 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 12 work weeks. For instructions on how to process an FMLA ACT Document, [click here](#).

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

If the employee **has** or **will** exhaust the maximum 12 work weeks of family medical leave before returning to work; the extended leave period past the maximum 12 work weeks, **may** be taken as a **personal leave of absence** at the departments discretion.

1. A **FMLA ACT document** (with or without pay) is created for the leave period **up to** the maximum 12 work weeks. For instructions on how to process a FMLA ACT Document, [click here](#).
2. A **Personal Leave of Absence ACT document** must be created for the extended leave period **past** the maximum 12 work weeks. The employee must meet the requirements for personal leave of absence with departmental approval.
  - The **DOCUMENT EFFECTIVE DATE** for the **Personal Leave of Absence ACT document** will be the **EXPECTED RETURN DATE** from the Family Medical Leave of Absence ACT document which completes the maximum 12 work weeks.

Assignment (Retrieve a Document)

Full Name	Glasgow, Amanda L	Document Reason	FMLA WITH PAY
Identification Number	1034888	Document Number	198647
Assignment Number	1034888	Document Status	COMPLETE
		Effective Date	20-MAY-2006
Effective Date From	10-APR-2006	Shift Differential Code	
Effective Date To	31-DEC-2012	Grandparented	
Primary	Y	Effort Report Eligible	Yes

**General Assignment Information**

Assignment Category	01 Regular FT	Effective Date	
Status	Leave With Pay	Effective Date From	
Expected Return Date	13-AUG-2006	Effective Date To	
Organization	311402600 Med - Nephrology	Primary	
Location	Bham Main Campus	Shift Differential Code	
Position	311402600.07902.031001	Grandparented	
Job	RL112E0.Research Assistant	Effort Report Eligible	
Grade	W.R42		
Payroll Group	Staff 12		
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Comments	Documentation on file in Employee Health		

The **Personal Leave of Absence DOCUMENT EFFECTIVE DATE** will be the **EXPECTED RETURN DATE** that completes the 12 week FMLA period.

- 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. For instructions on how to process a Personal Leave of Absence ACT document go to Personal Leave of Absence online documentation.

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