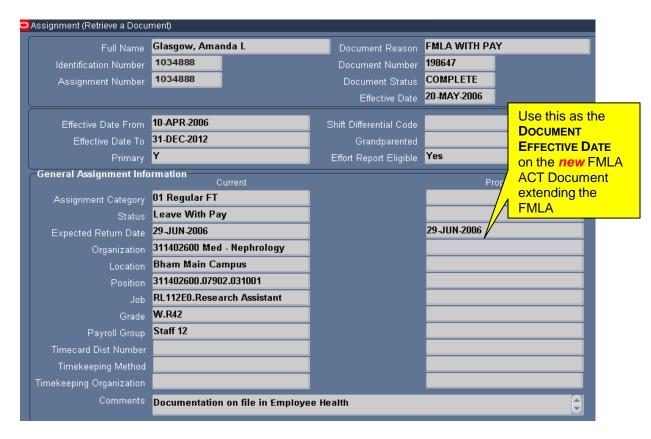
## Appoint, Change and Terminate (ACT) Documentation Extending a Family Medical Leave of Absence

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 <u>will not</u> 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.

 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.

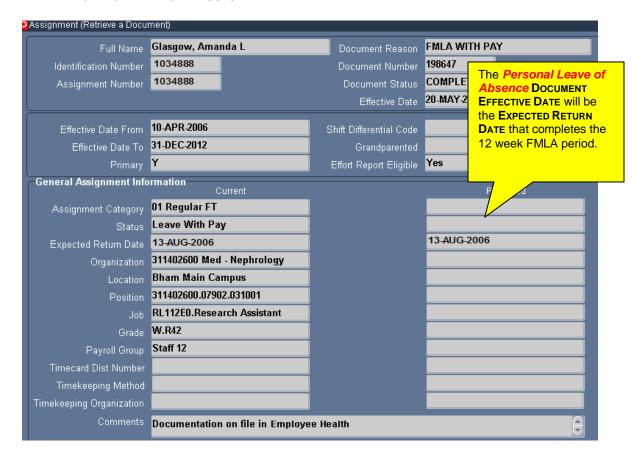


 The EXPECTED RETURN DATE for the new FMLA ACT document will be the new return to work date as stated on the new health-care providers' statement; up to one day past the maximum 12 work weeks. For instructions on how to process an FMLA ACT Document, click here.

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

If the employee <u>has</u> or <u>will</u> exhaust the maximum 12 work weeks of family medical leave before returning to work; the extended leave period past the maximum12 work weeks, may be taken as a **personal leave of absence** at the departments discretion.

- 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, <u>click here.</u>
- 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.



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.

Return to Top