

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 family 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.

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

| | Current | Proposed |
|--------------------------|--|-------------|
| Assignment Category | 01 Regular FT | |
| 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 | |

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 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, must be taken as a **personal leave of absence**.
 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.
 - 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 | |
| Status | Leave With Pay | |
| Expected Return Date | 13-AUG-2006 | 13-AUG-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 | |

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.

[Return to Top](#)