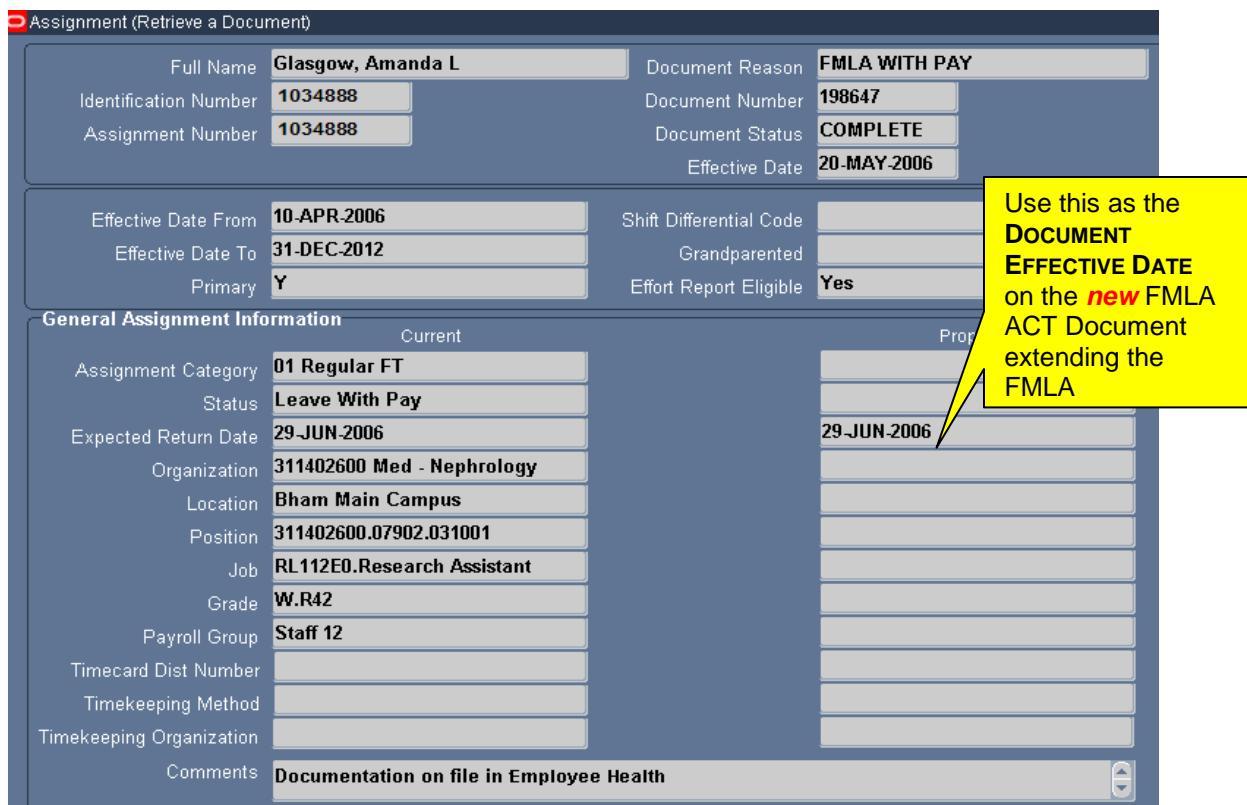


## Appoint, Change and Terminate (ACT) Documentation Extending a Family Medical Leave of Absence

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
<b>General Assignment Information</b>			
Assignment Category	Current		
Status	Leave With Pay		
Expected Return Date	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		

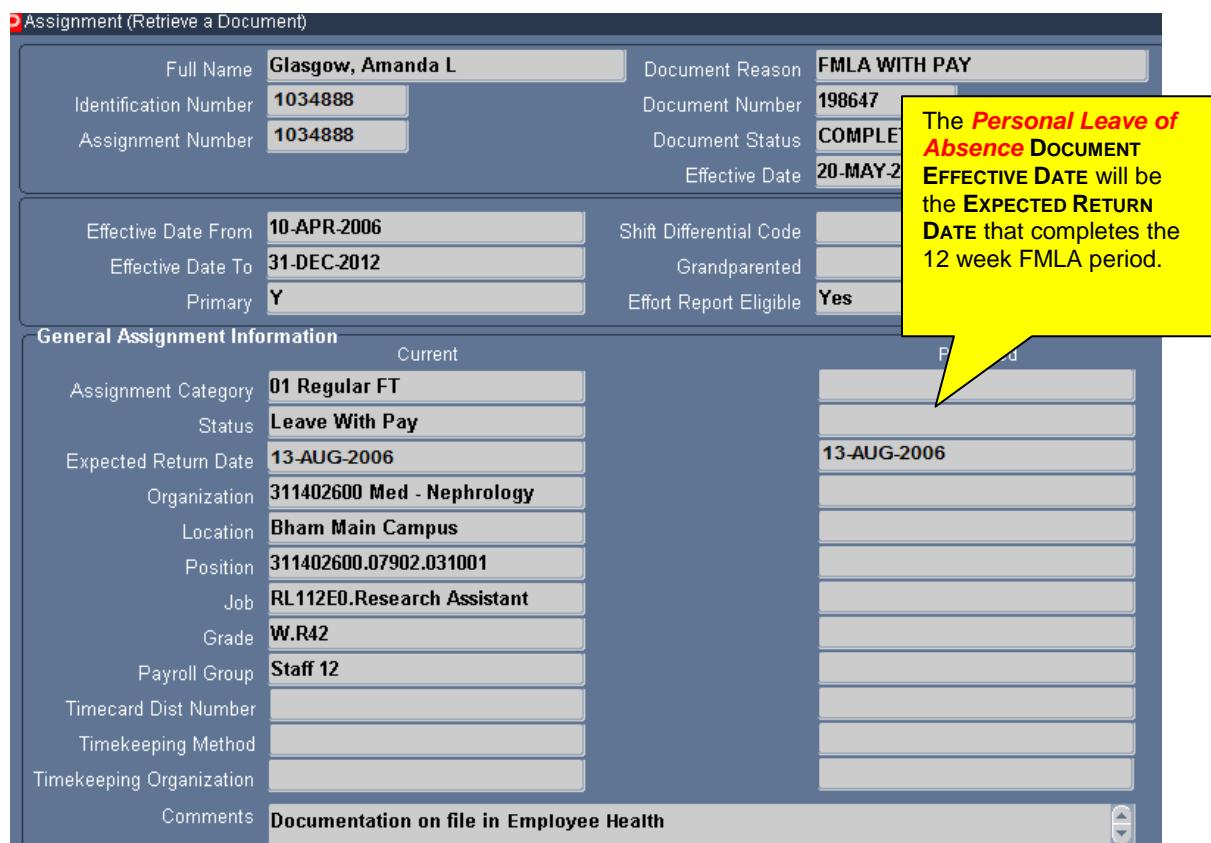
2. The **EXPECTED RETURN DATE** for the **new FMLA ACT document** will be the **new** return to work date as stated on the **new** health-care providers' statement; up to one day past the maximum 12 work weeks. For instructions on how to process an FMLA ACT Document, [click here](#).

## 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.



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

Full Name	Glasgow, Amanda L	Document Reason	FMLA WITH PAY
Identification Number	1034888	Document Number	198647
Assignment Number	1034888	Document Status	COMPLET
		Effective Date	20-MAY-2
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		
Status	Leave With Pay		
Expected Return Date	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 **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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