

A **Family Medical Leave of Absence (FMLA)** of up to 12 work weeks is available to eligible employees for the birth, adoption, or foster care placement of a child; or to care for a spouse, parent, or child with a serious health condition. For eligible assignment categories and FMLA guidelines go to You and UAB Handbook. (You and UAB Section 4.13.2) or review the [Family Medical Leave Policy](#).

Copy and paste link into

http://www.hrm.uab.edu/main/you_uab.html

The National Defense Authorization Act was signed into law by President Bush in January of 2008. The Act expanded the Family Medical Leave Act (FMLA) of 1993 and provides new leave rights related to military service which will take effect on January 16, 2009. For details concerning the FMLA ACT as it relates to military service, [click here](#).

The employee must apply for a Family Medical Leave of Absence through his or her supervisor or department head; all Medical Leave of Absences must be approved through UAB Employee Health before submitting a Family Medical Leave of Absence ACT document.

For employee requesting procedures, required forms and the Medical & Family Leave of Absence Instruction Guide 2006, [click here](#).

Things you must know before creating an FMLA with pay or without pay ACT document:

- ❖ **Start** and **end date** of the approved FMLA.
- ❖ Amount of **Accrued Benefit Time** the employee has available.

Biweekly paid employees – accrual balances can be viewed in the Administrative System using the “**VIEW BIWEEKLY ACCRUAL BALANCES**” menu option. For instructions on how to view the **VIEW BIWEEKLY ACCRUAL BALANCES**, [click here](#).

Monthly paid employees – accrual time balances are monitored on the departmental level; monthly paid employee accrual balances are not maintained or monitored in the Administrative System.

- ❖ During a FMLA accrued sick leave, personal holiday and vacation time must be paid through standard payroll procedures before an employee can be placed in a “non-paid” status.
- ❖ Sick leave may be used only for qualified members residing in the same household as the employee. Refer to [You and UAB Handbook](#) (Section 4.13.2).
- ❖ **Start** and **end date** of any portion of the FMLA to be without pay.

Documentation has been developed to assist end users in processing Medical Leave of Absence documents; you may access the training documentation by clicking on the appropriate link.

- ❖ **Creating a FMLA with Pay Document**

- ❖ Creating a FMLA without Pay Document
- ❖ Processing a FMLA where part of the FMLA is with pay and part of the FMLA is without pay
- ❖ Extending an FMLA
- ❖ [Using the Employee on Leave of Absence Report](#)