

Appoint, Change and Terminate (ACT Documentation) Creating a Medical Leave without Pay Document

The **MEDICAL LEAVE WITHOUT PAY** document reason is used when the employee has **exhausted all** or is **not eligible** to utilize accrued sick time, personal holiday and vacation time for the duration of the leave of absence.

Note: If the employee has accrued benefit time available, you will not be allowed to process a MEDICAL LEAVE WITHOUT PAY document.

For instructions on how to process a Medical Leave of Absence where a portion of the leave will be **with pay** and a portion of the leave will be **without pay**, [click here](#).

When using the **MEDICAL LEAVE WITHOUT PAY** document reason, the **EXPECTED RETURN TO WORK** field located on the **ASSIGNMENT FORM** is the only field available for update.

UAB HR Officer → HR Transactions → ACT → Find Window

1. Use the **FIND WINDOW** to locate the employee.



2. Click on the **CREATE NEW DOCUMENT** button.
3. The **ACT MAIN FORM** will open. Click once in the **DOCUMENT REASON** field.
4. Use the **DOCUMENT REASON LOV** to choose **MEDICAL LEAVE WITHOUT PAY** or type the words **Medical Leave without Pay** in the **DOCUMENT REASON** field.
5. Click inside the **EFFECTIVE DATE** field, choose and effective date from the Calendar LOV or type in the **desired date**. Remember to use the **DD-MMM-YYYY** format.

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ACT Main Form

Document Reason	MEDICAL LEAVE WITHOUT	Document Number	
Effective Date	01-AUG-2011	Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

6. Click on the **SAVE** button at the bottom of the **ACT MAIN FORM**. The Administrative System will automatically generate a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** field will be **OPEN**.

ACT Main Form

Document Reason	MEDICAL LEAVE WITHOUT	Document Number	536199
Effective Date	01-AUG-2011	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

7. Click on the **ASSIGNMENT** button from the **ACT MAIN FORM**. The **ASSIGNMENT FORM** will open.

General Assignment Information

Current		Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave Without Pay
Expected Return Date		
Organization	352000000 Nutrition Sciences Cha	
Location	Bham Main Campus	
Position	352000000.01604.081001	
Job	0125.Prof/Chairman	
Grade	F.999	
Payroll Group	Faculty 12	
Timecard Dist Number		
Timekeeping Method		
Timekeeping Organization		
Comments	<input type="text"/>	
<input type="button" value="Return to Previous Form"/> <input type="button" value="Save"/>		

8. Click in the **EXPECTED RETURN DATE** field. Enter the expected return to work date for the employee using the calendar LOV.

General Assignment Information

Current		Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave Without Pay
Expected Return Date		01-SEP-2011

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Note: *Entering the date in the EXPECTED RETURN DATE field does not automatically return the employee from leave. You will need to process a Return from Leave document before the employee will be returned to a "Pay Status". The employee will not be paid until the Return from Leave document is in "Complete" status.*

9. Enter Comments, if applicable, in the **COMMENTS** field at the bottom of this form. Comments entered here will appear on the **ACT MAIN FORM**.
10. Click on the **SAVE** button.
11. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.
12. Click in the **ATTACHMENT** box; a **Check mark** will appear. **Attachments are required for all Medical Leave of Absence documents. For a list of attachments required by HRM Records Administration, [click here](#).**



ACT Main Form

Document Reason	MEDICAL LEAVE WITHOUT	Document Number	536199
Effective Date	01-AUG-2011	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments		Received	Submit Date

13. A **check mark** now appears in the **ASSIGNMENT CHECKBOX**, indicating a change has been entered on the **ASSIGNMENT** form.



Assignment

<input type="checkbox"/> Person	<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Assignment	<input type="checkbox"/> Salary	<input type="checkbox"/> Element Entries	<input type="checkbox"/> Labor Sources	<input type="checkbox"/> Doc Subgroup			
Comments									
Person Data	Address	Assignment	Salary	Element Entries	Labor Sources	Document Subgroup			
Save	Submit	Cancel this document	Log	Reassign	<<	<	>	>>	*

14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.
15. Print the **ACT MAIN FORM**; attach to the front of attachments to be forwarded to HRM Records Administration for approval.
16. The **DOCUMENT STATUS** field changes to **READY**; the document enters workflow for approval.

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