

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.

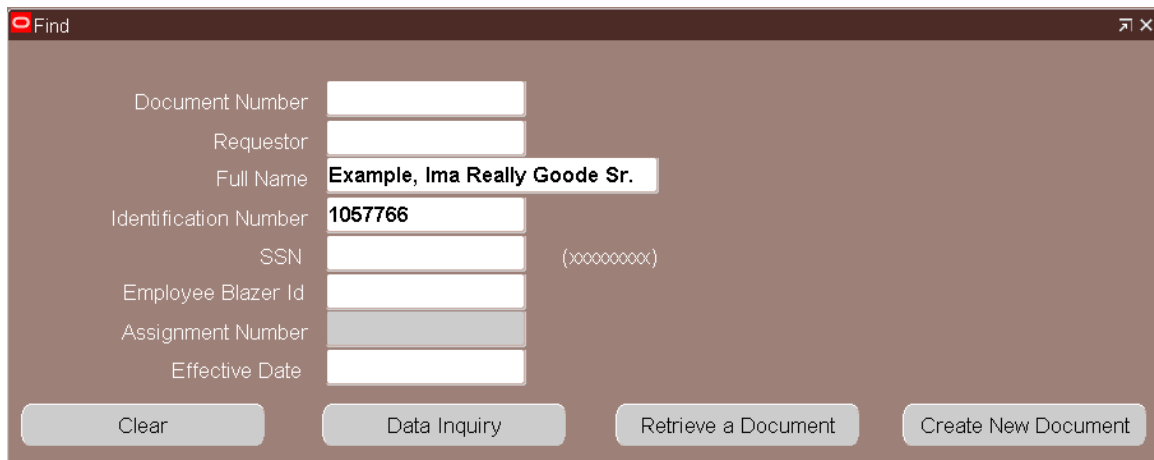
Note: *If the employee has accrued benefit time available, you will not be allowed to process a MEDICAL LEAVE WITHOUT PAY document.*

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.



The screenshot shows a web-based form titled "Find" with a search bar and several input fields. The fields are labeled: Document Number, Requestor, Full Name, Identification Number, SSN, Employee Blazer Id, Assignment Number, and Effective Date. The Full Name field is populated with "Example, Ima Really Goode Sr." and the Identification Number field is populated with "1057766". The SSN field has a placeholder "(xxxxxxxxxx)". At the bottom of the form, there are four buttons: "Clear", "Data Inquiry", "Retrieve a Document", and "Create New Document".

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 an 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	
☐ Attachments	☐ 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
☐ Attachments	☐ 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		

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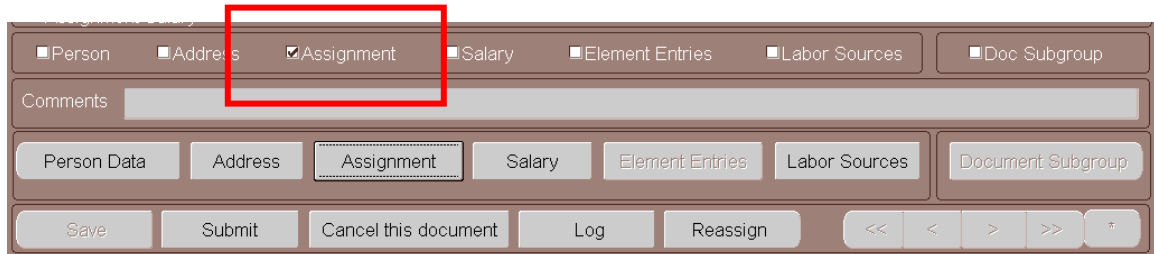
Note: *Entering the date in the EXPECTED RETURN DATE field does not automatically return the employee from leave. You will need to process a Return from Leave document before the employee will be returned to a "Pay Status". The employee will not be paid until the Return from Leave document is in "Complete"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



The screenshot shows the 'ACT Main Form' interface. On the left, there are three input fields: 'Document Reason' with the value 'MEDICAL LEAVE WITHOUT', 'Effective Date' with '01-AUG-2011', and 'Requestor Name' with 'HALEY'. Below these is a checkbox labeled 'Attachments' which is checked and circled in red. To the right of these fields are three more input fields: 'Document Number' with '536199', 'Document Status' with 'OPEN', and 'Workflow Type' with 'LEAVES'. At the bottom right is a 'Submit Date' field.

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



This screenshot shows a section of the form with several checkboxes: 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Doc Subgroup'. The 'Assignment' checkbox is checked and is highlighted with a red rectangular box. Below the checkboxes is a 'Comments' text area. At the bottom of the form are several buttons: 'Person Data', 'Address', 'Assignment' (which is highlighted with a dashed border), 'Salary', 'Element Entries', 'Labor Sources', and 'Document Subgroup'. At the very bottom are action buttons: 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

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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