

A **Medical Leave of Absence** of up to 16 work weeks is available to eligible employees for a serious health condition of the employee that makes the employee unable to work. For eligible assignment categories, [click here](#). (You and UAB Section 4.13)

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

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

Information you need to know before creating an MLOA with pay or without pay document:

- ❖ **Begin** and **end date** of the approved medical leave of absence.
- ❖ 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 medical leave of absence 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.
- ❖ **Begin** and **end date** of any portion of the medical leave of absence 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 Medical Leave with Pay Document](#)
- ❖ [Creating a Medical Leave without Pay Document](#)
- ❖ [Processing a Medical Leave of Absence where part of the MLOA is with pay and part of the MLOA is without pay](#)
- ❖ [Extending a Medical Leave of Absence](#) (Tavia, the document that this needs to hyperlink to is a new document to be uploaded)
- ❖ [Using the Employees on Leave of Absence Report](#)

