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.

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**UAB HR Officer → HR Transactions → ACT → Find Window**

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

![Find Window](image)

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.

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**.
7. Click on the **Assignment** button from the **ACT Main Form**. The **Assignment Form** will open.
8. Click in the **EXPECTED RETURN DATE** field. Enter the expected return to work date for the employee using the calendar LOV.

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.**

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

**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.**
14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.

![Note](image)

**Please print the main form and route with attachment(s).**
Document #: 197106
Employee Name: Anniston, Jennifer
Identification Number: 1008221

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.

![ACT Main Form](image)

**RETURN TO TOP**