Appoint, Change and Terminate (ACT) Documentation
Processing a Medical Leave of Absence with pay and without pay

The following documentation explains how to process a Medical Leave of Absence where a portion of the leave is with pay and a portion of the leave is without pay.

**Scenario:** A physician has recommended Ms Anniston be placed on a Medical Leave of Absence effective July 01, 2006 through Sept. 8, 2006. Ms Anniston only has sufficient accrued benefit time to be paid through August 26, 2006. Ms Anniston will be released by her physician to return to work on Sept. 9, 2006.

Accrued sick leave, personal holidays and vacation time must be paid at the beginning of the medical leave of absence before entering a “non-paid status”. When an employee has accrued benefit time available, *(Step One)* a Medical Leave with Pay Document must be created for the period of time in which the employee will receive pay. Once the employee’s accrued benefit time is exhausted, the employee will no longer receive a paycheck from UAB and must to be placed in a “non-paid status”. *(Step Two)* A Medical Leave without Pay Document must be created for the duration of the medical leave of absence.

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

*(Step One): Creating a Medical Leave with Pay Document*

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.
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4. Use the DOCUMENT REASON LOV to choose MEDICAL LEAVE WITH PAY or type the words Medical Leave with 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 date the employee will enter into a “non-paid status” using the calendar LOV.

   ![General Assignment Information Table]

   **Note:** This date is determined by adding the employee’s benefit time accrual balances and updates the employee will receive during the with pay portion of the leave of absence. Once all accrued and earned benefit time has been paid, the employee will enter a “non-paid” status.

9. Enter similar comment in the **COMMENTS** field at the bottom of the **ASSIGNMENT** form. Comments entered here will appear on the **ACT MAIN FORM**.

   ![Comments Field]

10. Click on the **SAVE** button at the bottom of the **ASSIGNMENT** form.

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]
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13. Click on the **Submit** button at the bottom of the **ACT Main Form**. The following **Note** appears. Click **OK**. Print the **ACT Main Form**; attach to the front of attachments being routed to HRM Records Administration for approval.

14. The **Document Status** field changes to **READY**; the document enters workflow for approval.

15. Once the **Medical Leave with Pay** document is approved through the Workflow Approval Path the Document Status changes to “**COMPLETE**”

Proceed onto [Step Two: Creating a Medical Leave without Pay Document](#).
Step Two: Creating a Medical Leave without Pay Document

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. The effective date will be the date entered in the **Expected Return Date** field on the **Leave with Pay** document. 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.

**Note:** **Assignment Status** field currently displays the employee in a “Leave with Pay” status.
Note: The CURRENT STATUS field displays LEAVE WITH PAY indicating the employee is in a “pay status”; this document will move the employee into a “non-paid status” as displayed in the PROPOSED STATUS field LEAVE WITHOUT PAY.

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

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

14. Print the **ACT MAIN FORM**; attach to the front of attachments to be forwarded to HRM Records Administration for approval.
15. The **DOCUMENT STATUS** field changes to *READY*; the document enters workflow for approval.