The RMUAB REPORT EMPLOYEES ON LEAVE OF ABSENCE RPTRM004 is an inclusive list of employees within an organization currently in a LEAVE WITH PAY or LEAVE WITHOUT PAY assignment status as of the report effective date. This report includes the EFFECTIVE DATE and EXPECTED RETURN TO WORK date entered on the employee’s Leave of Absence ACT document.

The purpose of this report is to notify the organizations of employees who will require a Return from Leave ACT document be completed before the employee can be returned to an Active assignment status; or a new Leave of Absence ACT document be completed changing the employee’s EXPECTED RETURN TO WORK date.

The EMPLOYEES ON LEAVE OF ABSENCE report is electronically distributed once a month to the HR Organization Contact. The HR Organization Contact receives an email notification similar to the one below each month notifying them the EMPLOYEE ON LEAVE OF ABSENCE – RPTRM004 is accessible in the UAB REPORT VIEWER.

Click on the provided link to log into the UAB Report Viewer. Reports displaying in the email, will be the new reports received in the Report Viewer as of the date of the email.

To access the UAB REPORT VIEWER, click here.

Scroll to next page to view a sample report.
**Report Effective Date.**

**LEAVE WITHOUT PAY** indicating employee is not receiving compensation while on leave.

**LEAVE WITH PAY** indicating employee is receiving compensation.

**Total number of employee’s within an organization currently in a leave of absence status.**

**LEAVE WITHOUT PAY** indicating employee is not receiving compensation while on leave.

**LEAVE WITH PAY** indicating employee is receiving compensation.

**Report Name**

**Organization Number and Name**

**Last and First Name of Employee on Leave**

**Employee Employment Status**

**Effective Date employee entered leave status**

**Date employee is expected to return to work as entered on the ACT Leave of Absence document.**

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**Note:** If an employee is in a Leave Without Pay assignment status, a Return from Leave ACT document must be submitted and in “COMPLETE” status before the employee can be compensated for time worked and system responsibilities reactivated. For instructions how to complete a Return from Leave ACT document, click here.

If you have questions or need assistance with the data provided on the Employee on Leave Report, contact HRM Records Administration at 205.934.4408.

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