

Leave of Absence

Purpose

To guide managers and HR personnel through the process of managing employee leave in Workday, including requesting sick leave, returning employees from leave, and viewing team absence calendars.

Overview

The **Leave of Absence** process in Workday enables:

- Managers to request sick leave on behalf of employees
- Accurate tracking of leave periods and return dates
- Visibility into team absences via the calendar view

Note: For NL Parks, only sickness registration is handled in Workday. Other types of absence are managed in a third-party system.

Step-by-Step Instructions

Part 1: Request Leave of Absence for Employee(s)

Step 1: Access the Employee Profile

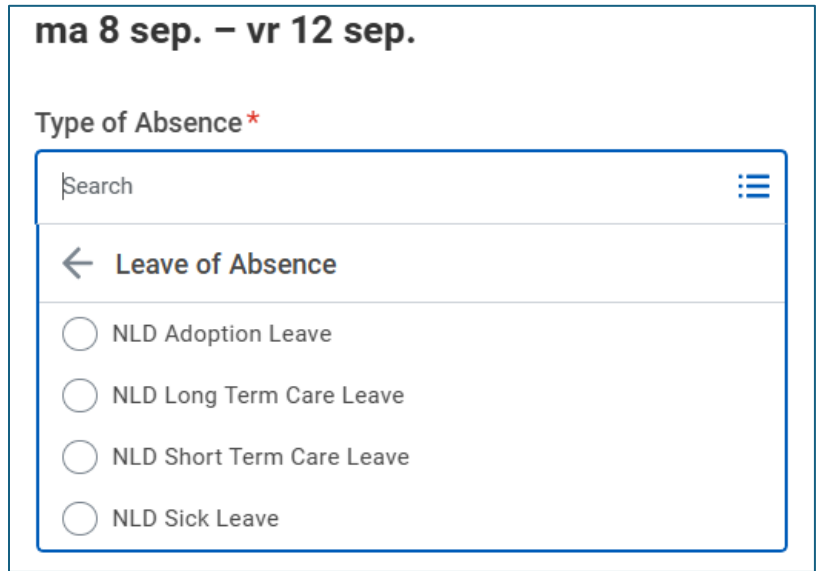
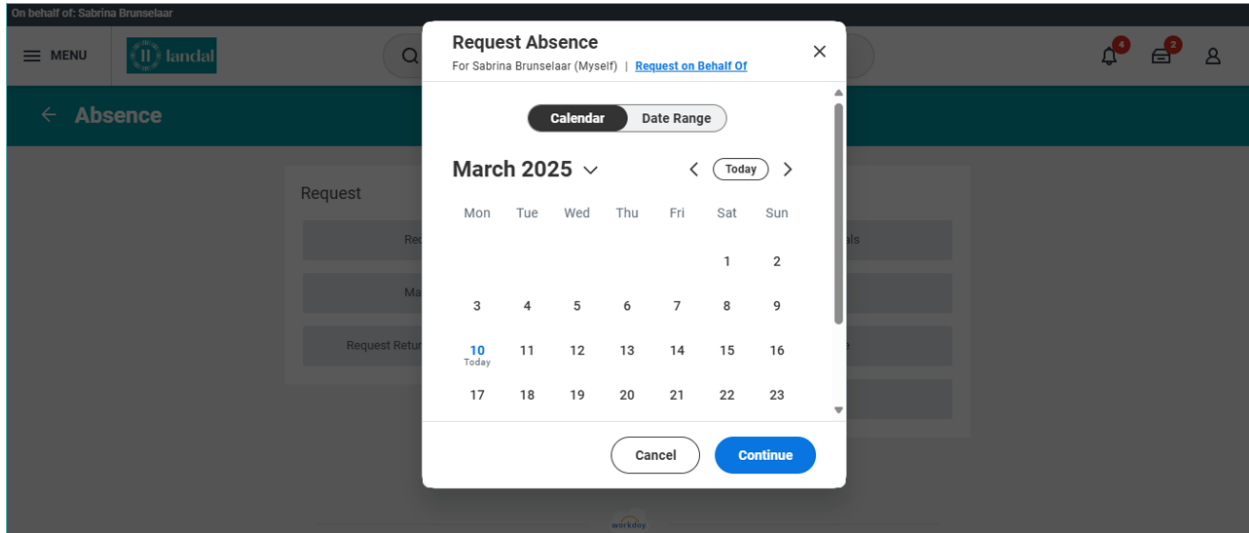
- Go to the **Worker Profile** of the employee.
- Click **Actions > Time and Absence > Request Absence for a Worker**.

Step 2: Select Dates and Absence Type

- Pick a **day or date range**.
- Choose **Leave of Absence > NLD Sick Leave**.

Step 3: Fill in Additional Details

- Select **Reason 1** for standard sick leave.
- Set **Leave Percentage** to **100%** for full sick leave.
- Optionally, enter **Estimated Last Day of Absence**.



Part 2: Return from Leave of Absence

Step 1: Access Return Process

- Type **Return from Leave of Absence** in the **Search bar**.
- Select the same employee.

Step 2: Enter Return Dates

- Fill in:
 - **First Day Back at Work**
 - **Actual Last Day of Absence**

Note: The **First Day Back** must be **after** the **Actual Last Day of Absence**.

Return Worker from Leave Jochen Jansen (On Leave) ... 010 101

First Day Back at Work 📅

Absences Returned From 1 item ☰ 🗨️ 🗪

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	NLD Sick Leave (04-09-2025)	04-09-2025	09-09-2025	<input type="text" value="07-09-2025"/> 📅

Part 3: View the Team Absence Calendar

Step 1: Access Calendar

- Go to the **Time and Scheduling Hub** from the left-side menu.
- Click **Team Absence Calendar** and then **OK**.

Step 2: View and Navigate

- View absences for the current week.
- Use **Week** or **Month** view to navigate.
- Managers see all employees in their team.

Note:

Estimated Last Day of Absence does **not** automatically return the employee; a separate return process is required.

- **Partial sick leave** must be registered by returning the employee and submitting a new request.
- **Extra steps** may appear in the business process depending on the type of leave.
- **Managers** can only request leave for their team members.
- **Team Absence Calendar** shows all team members' planned and current absences.