

Leaves of Absence: Overview

This Job aid provides instructions for employees who go on leave of absence. In general, all regular employees working at least 20 hours per week are eligible for leave policies; exceptions noted as applicable. Refer to leave policies posted on [the Nest](#) for additional information.

Type of Leave	Description	Maximum Duration of Leave	Pay During Leave
Bereavement Leave	Leave of absence due to death of a family member. Provides regular pay up to 3 days of bereavement (see notes below if travel over 150 miles is required).	3 days (see notes below for travel)	100% of regular base pay
Educational Leave	Applies to interns only. Leave of absence for the purpose of continuing education towards a Bachelors, Masters or Doctorate degree in an accredited university.	9 months	Unpaid
Family Medical Leave Act (FMLA)	Up to 12 weeks of leave paid/unpaid to care for an employee's own serious health condition, immediate family member, or the birth/adoption of a child. Runs concurrently with short term disability, parental leave or Workers' Compensation if employee is eligible. Must have worked 1,250 hours in rolling 12 month period to be eligible.	12 weeks	Unpaid unless the employee uses PTO
Jury Duty Leave	Leave of absence due to a requirement by any Federal, State, County, or Municipal court to serve on a Petit or Grand Jury. Provides regular pay for up to 80 hours of jury duty.	Until jury duty ends	100% of base pay for up to 80 hours.
Medical Leave	Absence due to illness, injury or other medical-related cause that is not covered under FMLA or disability.	Up to 2 years	Unpaid
Military Leave - Active Duty	Leave of absence due to active, contingency or emergency military duty that is expected to be 30 days or more.	Until discharge, up to 5 years	Up to 365 days of differential pay
Military Leave - Training	Leave of absence due to annual training, active duty training or inactive duty drill which is expected to be less than 30 calendar days.	Until end of military orders	Up to 120 hours of differential pay per fiscal year (Oct 1- Sep 30)
Parental Leave	Leave of absence due to care of a newborn or newly adopted child, up to six weeks (240 hours). Parental leave is in addition to short-term disability for birthing mothers.	6 weeks	100% of regular base pay

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<u>Personal Leave</u>	Leave of absence for personal reasons that are not covered by any other leave policy. Must have worked 1 year with Nightwing to be eligible.	2 weeks to 1 year	Unpaid
<u>Disability Leave</u>	Absence due to illness or injury, pregnancy, or other medical-related cause that is a non-occupational. May run concurrently with Family and Medical Leave Act (FMLA) leave. If elected by employee, Long-Term Disability coverage begins after the end of Short-Term Disability.	Short-Term Disability: Up to 10 weeks, including 7-day elimination period Long-Term Disability: Beyond 10 weeks	Short-Term Disability: 75% of regular base pay after elimination period (100% for maternity); supplemental insurance can be purchased up to 100% of regular base pay. Long-Term Disability: Voluntary (optional) coverage, 60% of regular base pay after 10 weeks.
<u>Worker's Compensation Leave</u>	Absence due to occupational incident or illness only. Employee/supervisor needs to notify EHS so a claim can be opened with Liberty Mutual. May run concurrently with FMLA.	Max duration depends on state statute	Pay is based on state statute.

The process for initiating or returning from a leave of absence is documented over the next several pages. Please review the relevant section and follow the instructions carefully prior to beginning the process.

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Bereavement Leave

Summary: Leave of absence due to death of a family member, including spouse, domestic partner, child, parent (includes spouse's), sibling (includes spouse's), grandchild, grandparent (includes spouse's), son- or daughter in-law.

Policy: Bereavement policy provides up to 3 days of leave paid at 100% of regular base pay. If the employee has to travel 150 miles or more to attend services or handle estate matters, up to 5 days. Employee to provide city, state of travel to supervisor if requested.

Process:

1. Notify supervisor of need to go on bereavement leave in advance.
2. Enter all bereavement hours in timesheet up to 3 days (24 hours for full-time employee) unless exception has been made. Timesheet remains open and you will remain in "active status" in Workday.
3. PTO may be used if extended bereavement time is needed.

Benefits, PTO and Annual Incentive Plan (AIP) while on leave:

- No impact on benefits- benefits continue while on leave
- No impact on PTO- PTO continues to accrue while on leave
- All bereavement time under policy will be counted for purposes of year-end AIP calculations

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Educational Leave

Summary: Leave of absence for the purpose of pursuing academic or professional development opportunities.

Policy: Educational leave policy only applies to interns who are expected to come back to work for Nightwing as an intern or full-time employee within the next 12 months.

Process:

1. Supervisor coordinates with Talent Acquisition team to determine whether the intern will be invited back to work for Nightwing in the next 12 months.
2. Supervisor initiates the Educational Leave directly in Workday. No further approval required. Timesheet is closed for the duration of leave.
3. When the employee is scheduled to return to leave, supervisor initiates the return from Educational Leave directly in Workday. Timesheet will reopen on the first day of return from Educational Leave.

Benefits and PTO while on leave:

- 401(k) contributions stop on the first day of leave.
- PTO stops accruing the pay period following the leave start date.

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Family Medical Leave Act (FMLA)

Summary: FMLA provides up to 12 weeks of unpaid leave in a rolling 12-month period for:

- a. The birth of a child or to care for a newborn child;
- b. The placement of a child through adoption or foster care;
- c. The care of a family member with a serious health condition;
- d. The employee's own serious health condition that makes the employee unable to perform his/ her job; or
- e. A qualifying exigency such as military deployment, arrange for childcare and school activities, financial and legal arrangements, and attending counseling.

To the extent eligible, FMLA leave will run concurrently with Short-Term Disability, Workers' Compensation and parental leave.

Eligibility: Employee has completed 12 months of employment and has worked at least 1,250 hours within the 12 months preceding the leave.

Process:

1. Notify supervisor of need to go on FMLA leave whenever possible.
2. Contact Lincoln Financial Group to initiate the leave. See flyer at the end of this document with steps on how to start your claim with Lincoln Financial Group; or you may log in to lincolnfinancial.com or call 888-605-1126 to initiate a leave.
3. Provide all paperwork and documentation to Lincoln in the period requested in order to expedite the handling process.
4. Nightwing HR will manage the leave status change in Workday. Timesheet will remain open for 5 business days in order to use PTO if desired.
5. Upon returning from FMLA leave:
 - Coordinate your leave return with Lincoln Financial Group and with your supervisor
 - Notify HR of your return by emailing HR-Leave@nightwing.com

Benefits, PTO and Annual Incentive Plan (AIP) while on leave:

- No impact on benefits - benefits continue while on leave
- Unpaid payroll premiums while on FMLA will accumulate and will become payable upon return from leave. Your premiums will be doubled until all arrears are settled.
- PTO does not accrue for a pay period while you are on FMLA leave.
- Period of unpaid leave under FMLA will be excluded from AIP calculation.

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Jury Duty Leave

Summary: Leave of absence in order to fulfill a requirement by any Federal, State, County or Municipal judicial system to serve on a Jury.

Policy: Jury Duty policy provides up to 10 days of leave per Summons paid at 100% of regular base pay for time required to be spent on a jury or time during which an employee is "on call". Paid leave is not provided if an employee has to be testify under subpoena.

Process:

1. Notify supervisor of Jury Duty summons and provide a copy of summons showing requirement to appear for jury duty.
2. Enter all jury duty hours in timesheet up to 10 days (80 hours for full-time employee). Timesheet remains open and you will remain in "active status" in Workday.
3. PTO may be used if extended Jury Duty time is needed.

Benefits, PTO and Annual Incentive Plan (AIP) while on leave:

- No impact on benefits- benefits continue while on leave
- No impact on PTO - PTO continues to accrue while on leave
- All Jury Duty time under policy will be counted for purposes of year-end AIP calculations

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Medical Leave

Summary: Leave of absence for employees who are unable to work because of personal illness, injury, pregnancy or other medical-related cause.

Policy: Employee may be on medical leave for up to 24 months from the effective date, which is the sixth weekday of absence following the employee's last day of work. Employees who exhaust short-term disability may transition to this leave type if they are unable to return to work at the completion of short-term disability.

Process:

1. In most cases, medical leave will follow a period of FMLA, short-term disability or workers' compensation leave. Please see relevant section for instructions how to initiate the leave.
2. If you are not eligible for FMLA or short-term disability, or if you are unable to return to work after short-term disability has been exhausted, Total Rewards will initiate a case with Acuity.
3. Provide medical documentation as requested to Acuity.
4. Nightwing HR will manage the leave status change in Workday
5. Upon returning from Medical leave:
 - i. Coordinate your leave return with Acuity and with your supervisor
 - ii. Notify HR of your return by emailing HR-Leave@nightwing.com

Benefits, PTO and Annual Incentive Plan (AIP) while on leave:

- No impact on benefits - benefits continue while on leave.
- If enrolled in Health & Welfare, you will be billed from Alight to your home address in Workday beginning with the first pay period after the date your medical leave begins. Billing will be monthly. Prompt payment of premiums is required to maintain benefit coverage.
- You are required to exhaust any earned unused PTO before going on leave. PTO does not accrue for a pay period while you are on Medical leave.
- Periods of unpaid Medical leave will be excluded from AIP calculation.

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Military Leave -Active Duty

Summary: Leave of absence for employees who are members of the Uniformed Services and are required to appear for active duty for a period exceeding 30 days.

Policy: Employees on active duty military leave are eligible for up to 365 days of pay differential, which is the difference between their regular base pay and their military pay. Military pay differential may be extended beyond 365 days upon approval from CHRO and Business/ Functional Leader. Active Duty military leave may last up to 5 years and may consist of multiple deployments.

Process:

1. Notify supervisor of requirement for active duty military leave.
2. Send a copy of leave orders to HR-Leave@nightwing.com, and provide any additional documentation requested.
3. Nightwing HR will manage the leave status change in Workday. Timesheet will be closed starting with the first day of active duty military leave.
4. Upon returning from active duty military leave:
 - i. Coordinate your return to work with your supervisor
 - ii. Notify HR of your return to work by emailing HR-Leave@nightwing.com
 - iii. A certificate of discharge and a copy of your most recent LES will be required to validate your leave and compensation records
5. Notify your supervisor and send an email to HR-Leave@nightwing.com if there are any changes to your order, including an extension.

Benefits, PTO and Annual Incentive Plan (AIP) while on leave:

- No impact on benefits - benefits continue while on active duty military leave. Health & Welfare premiums will be deducted from your military differential pay.
- PTO does not accrue for a pay period while you are on active duty military leave.
- Periods of active duty military leave will be excluded from AIP calculation.

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Military Leave - Training

Summary: Leave of absence for employees who are members of the Uniformed Services and are required to appear for training duty for a period not exceeding 30 days.

Policy: Employees on military training leave are eligible for up to 120 hours of pay differential in a Federal fiscal year which lasts from October 1 through September 30. Military pay differential is the difference between regular base pay and military pay. Military pay differential may be extended beyond 120 hours upon approval from CHRO and Business/ Functional Leader.

Process:

1. Annually and prior to the beginning of a Federal fiscal year, all reservists must certify their military rank, years of service and pay rate before being eligible for the 120 hours of differential pay. A recent LES might be required. Nightwing HR team will send the request for certification annually. Employees will not be able to charge time to military leave without this certification. Contact HR-Leave@nightwing.com for any questions on the certification process.
2. Notify supervisor of requirement for military leave training and provide a copy of military orders documenting the period of leave.
3. Enter all military training hours in timesheet up to 15 days (120 hours for full-time employee). Timesheet remains open and you will remain in "active status" in Workday.
4. PTO may be used if military training exceeds 15 days.

Benefits, PTO and Annual Incentive Plan (AIP) while on leave:

- No impact on benefits- benefits continue while on leave. Health & Welfare premiums will be deducted from your military differential pay.
- No impact on PTO- PTO continues to accrue while on leave
- All military training time under policy will be counted for purposes of year-end AIP calculations

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Parental Leave

Summary: Leave of absence offered to employees for the purpose of bonding with a newborn or newly placed or adopted child.

Policy: Employees are entitled to six weeks of leave paid at 100% of regular base pay for time required to bond with a child. Leave must be taken within 12 months of the birth or adoption event. For birth mothers, parental leave is in addition to any leave provided under the Nightwing short-term disability plan. If eligible, parental leave will run concurrently with FMLA.

Process:

1. Notify supervisor of need to go on parental leave in advance and obtain approval for the expected dates of your leave. Also notify HR of your expected leave dates by emailing HR-Leave@nightwing.com.
2. Contact Lincoln Financial Group to initiate the leave. See flyer at the end of this document with steps on how to start your claim with Lincoln Financial Group; or you may log in to lincolffinancial.com or call 888-605-1126 to initiate a leave.
3. Provide all paperwork and documentation to Lincoln including evidence of birth or adoption in the period requested in order to expedite the handling process.
4. HR will open parental leave hours in timesheet system once we receive notification that your leave was approved by Lincoln.
5. Enter all parental leave hours in timesheet up to six weeks (240 hours for full-time employee). Timesheet remains open.
6. If you take your parental leave in multiple periods (e.g. 1 week per month), please notify your supervisor of all leave dates in advance for each separate leave period.

Benefits, PTO and Annual Incentive Plan (AIP) while on leave:

- No impact on benefits- benefits continue while on leave
- No impact on PTO- PTO continues to accrue while on leave
- All parental leave time under policy will be counted for purposes of year-end AIP calculations

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Personal Leave

Summary: Leave of absence for employees who need to spend time away from work for personal reasons not covered in any other leave policy.

Eligibility: must have completed at least one year of service with Nightwing. Acceptable reasons for personal leave include the following:

- Caring for a personal condition that does not qualify under FMLA
- Caring for a family member that does not qualify under FMLA
- Time off to clean up a family member's estate
- Family commitments
- Personal development, including continued education
- Family or personal emergency

Policy: Personal leave is subject to supervisor approval and must be between 2 weeks and one year. All earned PTO must be used prior to going on personal leave. All exceptions require CHRO approval.

Process:

1. Fill out and sign the Personal Leave Request form, and have your supervisor sign the form to document the approval. Send signed document to HR-Leave@nightwing.com.
2. Supervisor or employee initiates the Personal Leave directly in Workday. Timesheet is closed for the duration of leave.
3. When the employee is scheduled to return to leave, supervisor initiates the return from Personal Leave directly in Workday. Timesheet will reopen on the first day of return from Personal Leave.

Benefits, PTO and Annual Incentive Plan (AIP) while on leave:

- Benefits end on the last day worked. Employee will be eligible for COBRA continuation for Medical, Dental and Vision benefits beginning on the first day of leave. Alight will send any COBRA invoices directly to your address on record.
- PTO does not accrue for a pay period while you are on personal leave.
- Periods of personal leave will be excluded from AIP calculation.

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Disability Leave

Summary: Absence from work due to illness or injury, pregnancy, or other medical-related cause that is a non-occupational. To the extent eligible, will run concurrently with Family and Medical Leave Act (FMLA) leave.

Policy: Short-term disability program offers up to 10 weeks of leave for non-occupational disabilities. The first 7 calendar days from the date of disability (elimination period) are unpaid and PTO should be used for that period; the remainder of the leave pays at 75% of regular base pay (100% for maternity leave). To the extent eligible, Short-term disability will run concurrently with FMLA leave. Long-term disability is a voluntary (optional) benefit. If elected, long-term disability pays 60% of regular base pay beginning after the expiration of short-term disability, until the earlier of return to work or age 65.

Process:

1. Notify supervisor of the event leading to disability leave as soon as possible.
2. Contact Lincoln Financial Group to initiate the leave. See flyer at the end of this document with steps on how to start your claim with Lincoln Financial Group; or you may log in to lincolffinancial.com or call 888-605-1126 to initiate a leave. If employee is unable to initiate the leave, a family member, supervisor or HR may initiate the leave. Please contact your HR partner for any questions on this process.
3. Provide all paperwork and documentation to Lincoln in the period requested in order to expedite the handling process.
4. Nightwing HR will manage the leave status change in Workday. Timesheet will remain open for 5 business days at the beginning of the leave period in order to use PTO if desired.
5. Upon returning from disability leave:
 - i. Coordinate leave return with Lincoln Financial Group and with your supervisor
 - ii. Notify HR of your return by emailing HR-Leave@nightwing.com

Benefits, PTO and Annual Incentive Plan (AIP) while on leave:

- No impact on benefits- benefits continue while on leave
- Unpaid payroll premiums while on short-term disability will accumulate and will become payable upon return from leave. Your premiums will be doubled until all arrears are settled.
- If and when you go on long-term disability, your benefits will be billed to your home address in Workday beginning with the first pay period after the date you start long-term disability. Billing will be monthly. Prompt payment of premiums is required to maintain benefit coverage.
- PTO does not accrue for a pay period while you are on disability leave.
- Period of unpaid disability leave will be excluded from AIP calculation.

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Workers' Compensation Leave

Summary: Leave of absence for employees who are injured or become ill in the course of employment.

Policy: Nightwing follows State Workers' Compensation statutes in the determination of leave period, compensation indemnification and reimbursement of medical and related costs. Most States have a maximum duration of compensation and limit payments based on the severity of the injury and level of disability. Many States also have a waiting period before any benefits are paid. To the extent eligible, Workers' Compensation will run concurrently with FMLA leave.

Process:

1. Notify supervisor and EHS immediately of the incident. Ehs-support@nightwing.com. Provide as much information as possible for EHS representative to complete incident report form.
2. Employee is provided claim number once Worker' Compensation claim has been filed with our provider. You will also be assigned a case manager from Acuity.
3. If leave time is required EHS will coordinate with case manager and employee's supervisor and notify HR of employee's need to be on leave. HR will manage the Workday leave transaction. Timesheet will remain open for 5 business days at the beginning of the leave period in order to use PTO if desired.
4. The case manager notifies EHS and HR that the employee has been cleared to return to work.

Benefits, PTO and Annual Incentive Plan (AIP) while on leave:

- No impact on benefits- benefits continue while on leave.
- Unpaid payroll premiums while on FMLA will accumulate and will become payable upon return from leave. Your premiums will be doubled until all arrears are settled.
- PTO does not accrue for a pay period while you are on Workers' Compensation leave.
- Periods of Workers' Compensation leave will be excluded from AIP calculation.

How to report your absence online

The first step in reporting an absence is **knowing** when to report it. Given the multiple benefits that can cover your absence, here are a few rules of thumb:

- Report your claim up to 30 days in advance of a planned absence.
- For an unplanned absence, report as soon as you're aware that you'll be absent from work.

Report your absence online

1. Log in to lincolnfinancial.com. First-time users will need to provide personal information to register. You may need company code **frl&GHTWING**, first and last name, birthdate, and the last four digits of your Social Security number.
2. Select **start a claim** or **new** of abils@noob.fid answers a few questions.
 - About you: You'll need your employee identification number or other ID as required by your employer.
 - About your absence: Include the reason and dates of your absence, and if applicable, physician and diagnosis information.
3. Choose **Submit** for disability claims. You'll be asked to download, sign, and submit a medical authorization form, which you or your primary care provider can provide to your doctor.
4. You'll need your claim or leave number to view the status for the timeline. A PDF of the information you submit will be available to save for your records.
5. Check the status of your claim online at lincolnfinancial.com. You can also opt in to text messaging via lincolnfinancial.com. You'll receive texts on the receipt, approval, and expiration of an absence, benefit payment information, if applicable, and the closure or extension of your claim or leave based on your return to work.



Nightwing Group provides these benefits through Lincoln:

STD

LTD

FMLA

HITDI

NJTDI

Once you've submitted your information, your claims specialist will review all benefit that may apply.

Report your absence by phone

You can also submit your claim or leave by calling Lincoln at **888-605-H26** and speaking with a representative.

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After you submit your claim

Follow-up information

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Personal Leave of Absence Request Form

Eligibility for personal leave of Absence:

- Eligible to work 20 or more hours per week.
- At least one year of service with Nightwing prior to the leave start date.
- Leave request length of 14 weeks, maximum 1 year.
- Personal leave requested should be for one of the following reasons:
 - o Caregiver for a person (illegible); or, child, grandchild, not qualify under FMLA
 - o Qualify for a family member that does not qualify under FMLA
 - o Immediate or close family member's estate
 - o Family member's illness
 - o Personal illness
 - o Family of immediate emergency

Employee Name

Employee ID

First day of leave: MM/DD/YYYY

Last day worked: MM/DD/YYYY

Estimated return to work date: MM/DD/YYYY

Reason for Personal leave Request

Employee Signature

Date of Employee Signature

By submitting this request, you understand that you will not be paid during your leave, and you will need to submit monthly payments to Nightwing to keep your benefit elections active. You must use any earned available PTO hours before your Personal Leave begins. There is no job reinstatement guarantee - 1 year, 1 need to extend your leave if you need to notify HR. Human Resources at least 2 weeks in advance of your estimated return to work date. Failure to do so may result in an automatic denial.

Please refer to the Nightwing leave of Absence policy (FCP-HR-GBS-007) found [here](#) for more information.

Supervisor Signature

Date of Supervisor Signature

Once leave is documented and signed, Employee or Supervisor can initiate personal leave of absence in Workday. Signed form should be attached to the transaction.

1.0 Request and Manage Educational or USA Personal Leave in Workday

This Job focuses on managing **Educational Leave** and **USA Personal Leave** in **Workday**.

To learn more about the company's leave policies and the steps you need to take, including for leave types not handled in Workday, **click here to view the full leave policy and process**. Understanding these options ensures you follow the correct process and stay aligned with company policy.

For Employees:

You can use Workday to:

- **Request or manage** a Leave of Absence for **Educational** or **USA Personal Leave**
- **Request a return** from either of these leave types

For Managers:

In Workday, you can:

- **Request an absence** on behalf of a worker for **Educational** or **USA Personal Leave**
- **View time off** related to these leave types

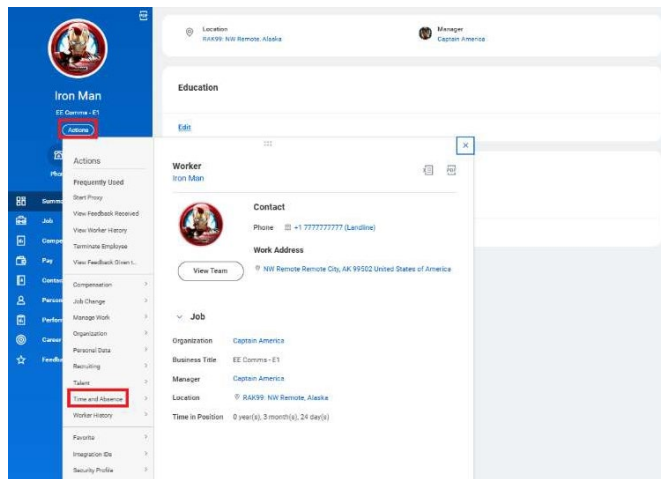
Note: All other leave types are managed outside of Workday through different vendors.

Step-by-Step Instructions for Employees in Workday**EMPLOYEES:**

To **Request Leave of Absence** (Educational or USA Personal Leave):

1. **Log into Workday**
2. Navigate to your **Worker Profile** by clicking on your name or photo in the top right corner.
3. Select **"Time and Absence"** from the left-hand menu.

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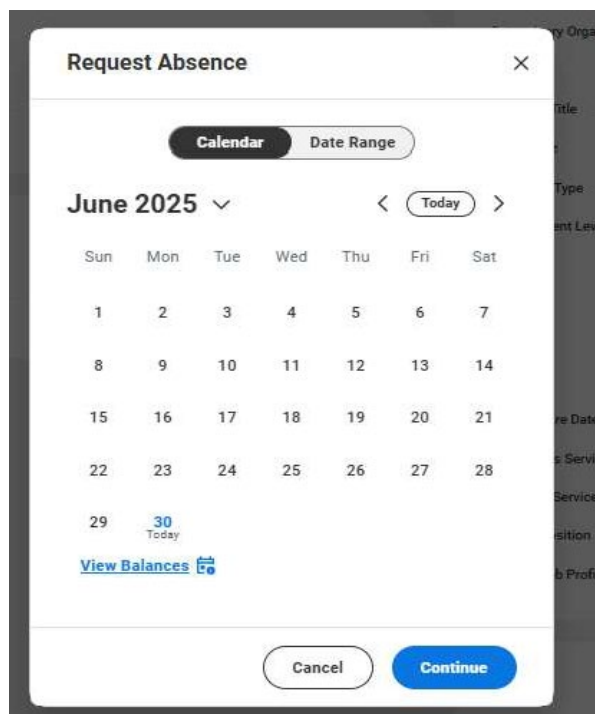


4. Click “Request Absence”

5. In the **Type** field, select the appropriate leave type:

- - **Educational Leave**
 - **USA Personal Leave**

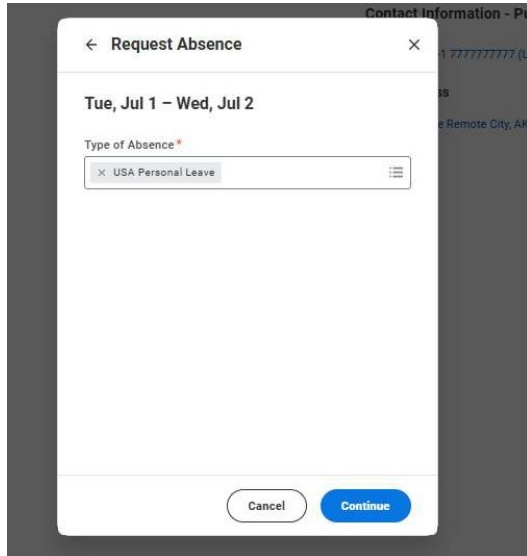
6. Enter the **Start Date** and **Estimated End Date** for your leave.



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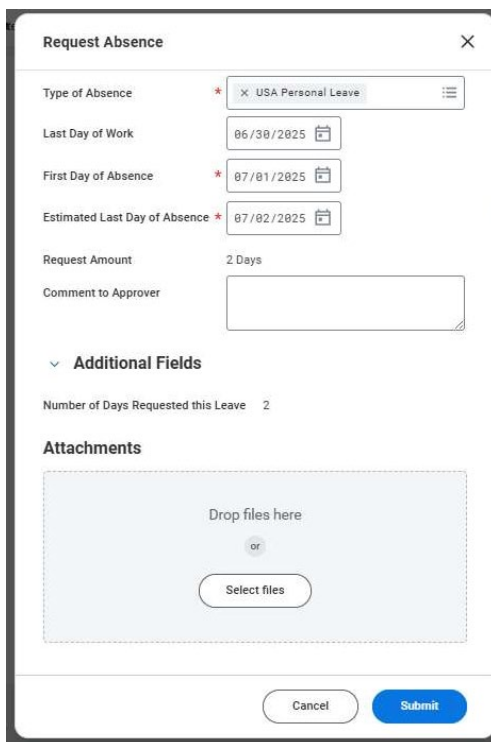
7. Enter **type of leave** requested.

8. Click **Continue**



The screenshot shows a mobile application interface for requesting absence. A modal window titled "Request Absence" is open, displaying the dates "Tue, Jul 1 – Wed, Jul 2". Below the dates, there is a dropdown menu labeled "Type of Absence" with "USA Personal Leave" selected. At the bottom of the modal, there are two buttons: "Cancel" and "Continue".

9. Complete the form with the information and click **Submit**.



The screenshot shows the "Request Absence" form with the following fields and values:

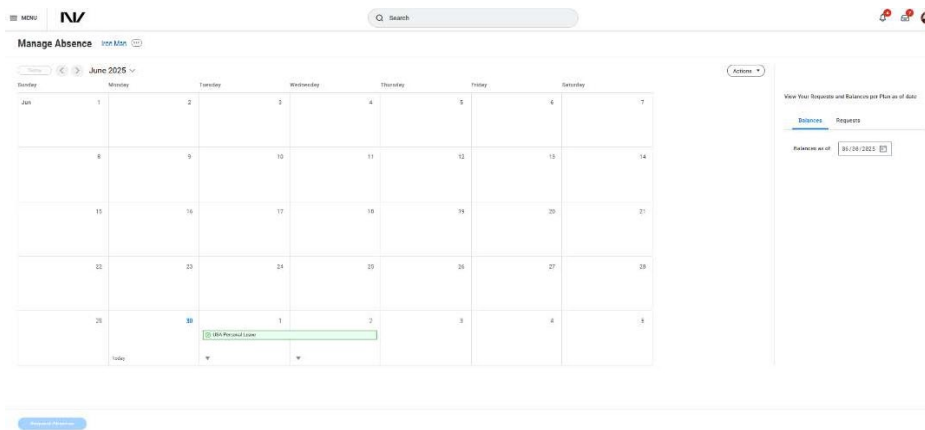
- Type of Absence: * USA Personal Leave
- Last Day of Work: 06/30/2025
- First Day of Absence: * 07/01/2025
- Estimated Last Day of Absence: * 07/02/2025
- Request Amount: 2 Days
- Comment to Approver: (empty text box)
- Additional Fields: Number of Days Requested this Leave: 2
- Attachments: Drop files here, or, Select files

At the bottom of the form, there are two buttons: "Cancel" and "Submit".

✓ Once submitted, your request will route to HR Partner for approval.

To **Check Status or Manage a Leave of Absence** (Educational or USA Personal Leave):

1. **Log into [Workday](#)**
2. Navigate to your **[Worker Profile](#)** by clicking on your name or photo in the top right corner.
3. Select "**Time and Absence**" from the left-hand menu.
4. Click "**Manage Absence**". From here you will be able to see the requested leave of Absence. You can take other actions from this page as well, such as modify dates, return from leave etc.



To **Request a Return from Leave** (Educational or USA Personal Leave):

1. From your **Worker Profile**, go to **Time and Absence**.
2. Select "**Request Return from Leave of Absence**"
3. Enter the **Actual Return Date**.
4. Click **Submit**.

✓ Your return request will be routed to Absence Partner (Jeffrey Chappel) for approval as needed.

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For Managers:

To **Request Leave for a Worker** (Educational or USA Personal Leave):

1. Navigate to the employee's **Worker Profile**.
2. Go to "**Time and Absence**"
3. Select "**Request Absence for a worker**" and select the date or date range.

The screenshot shows a mobile application interface titled "Request Absence". Below the title, it says "For Iron Man" and "Request on Behalf Of". There are two tabs: "Calendar" (selected) and "Date Range". The calendar is for "July 2025" and shows a grid of days. The date "1" is circled in green, and the dates "15" and "17" are highlighted in black. At the bottom, there are "Cancel" and "Continue" buttons. A link "View Balances" with a calendar icon is also visible.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NIGHTWING

4. Choose **Educational Leave** or **USA Personal Leave** in the **Type** field.

Request Absence
For Iron Man

Request Dates
Tue, Jul 15
Thu, Jul 17

Type of Absence *

Search

☐ Educational Leave of Absence
☐ USA Personal Leave

Cancel Submit Request

5. Complete the Absence request form

Request Absence
For Iron Man

Type of Absence * X USA Personal Leave

Last Day of Work 8/7/14/2025

First Day of Absence * 8/7/15/2025

Estimated Last Day of Absence * 8/7/17/2025

Request Amount 3 Days

Comment to Approver

Additional Fields

Number of Days Requested this Leave 3

Attachments

Drop files here
or
Select files

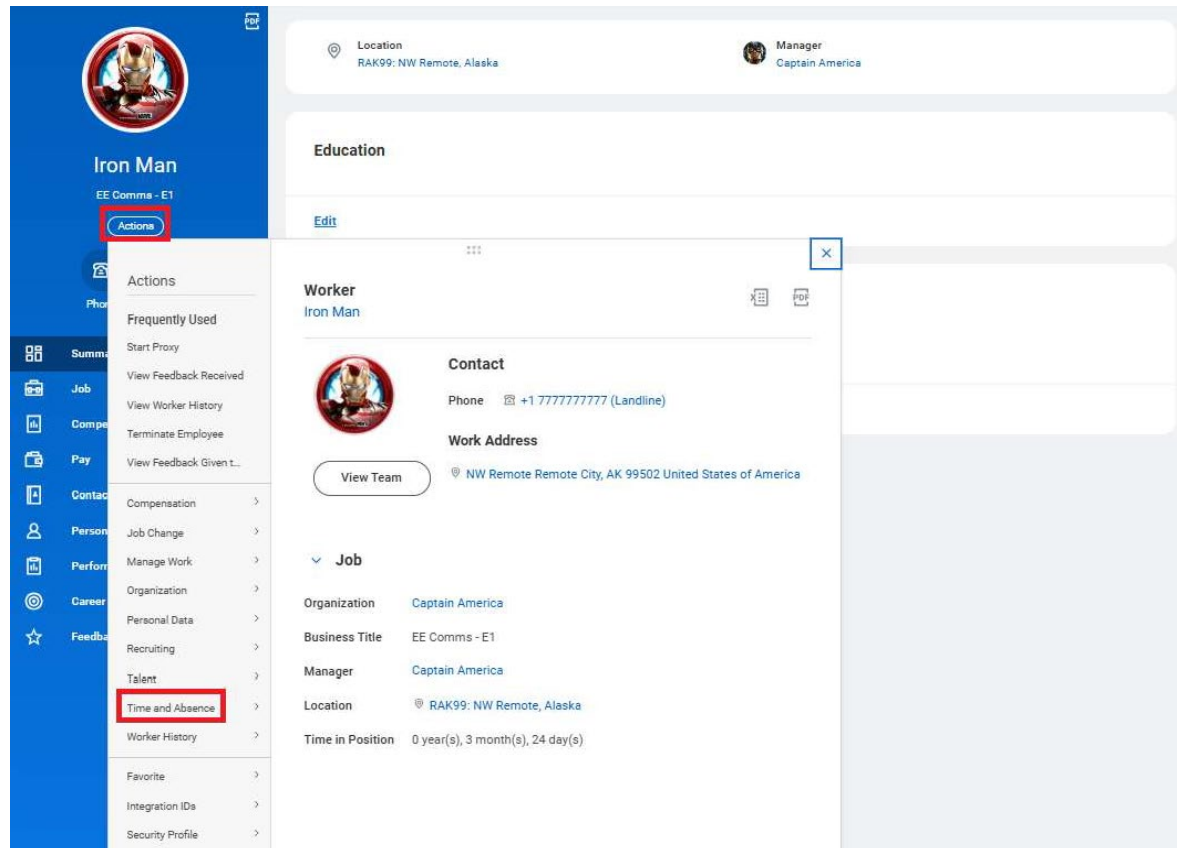
Cancel Submit

6. Click **Submit Request**

✓ Once submitted, your request will route to HR Partner for approval.

To View a Worker's Time Off:

1. Go to the employee's **Worker Profile > Related actions**



2. Click on "Time and Absence"

3. Select "Manage Absence" > Absence Calendar" to view current and historical leave records.

Note: Only **Educational** and **USA Personal Leaves** are handled within Workday. For all other leave types (e.g., Medical, FMLA, Parental), refer to external vendor systems.

NIGHTWING

For Additional Support:

Nightwing US Service Center Toll Free Number:

1-844-NGH-WING (1-844-644-9464)

- Human Resources, Benefits, and Nightwing 401K
- Finance, Timekeeping, Corporate Cards, and Payroll
- Travel and Expense
- Workday, IT Support for Web Services, Okta, Jira, and Confluence