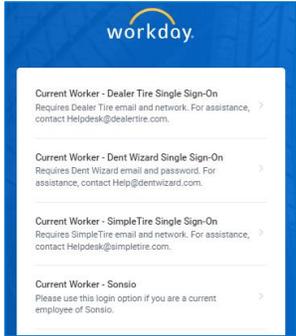
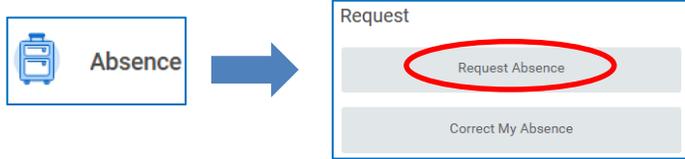
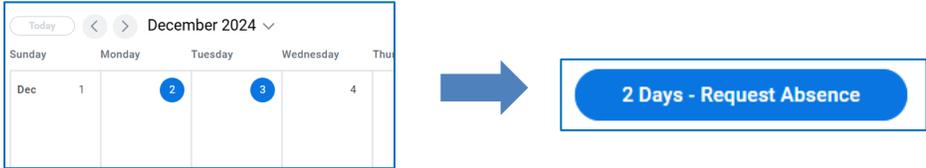
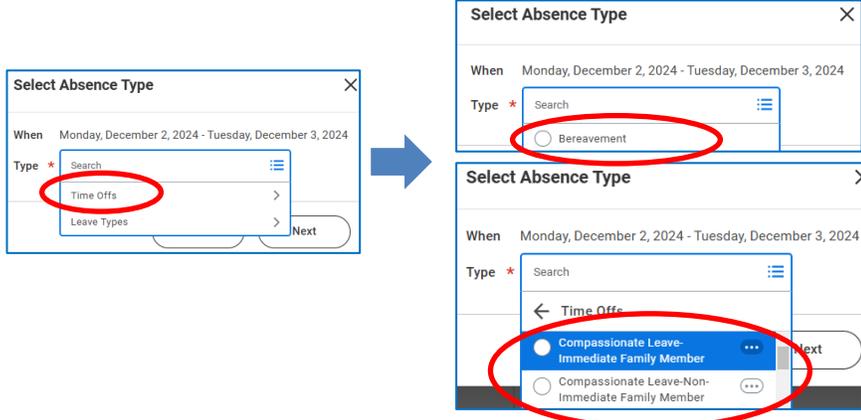
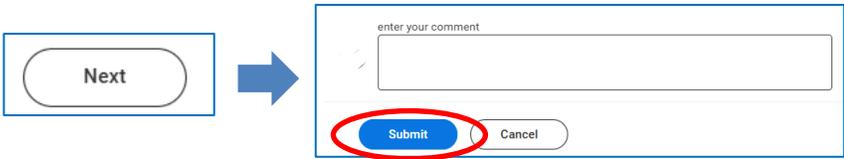


Title: Request Bereavement / Compassionate Leave

Last Update Date: 12/13/2024

Request Bereavement or Compassionate Leave	
<p>Log into your Workday Account.</p> <p>Your log in credentials are the same ones you use to log into your computer each day.</p>	<p>https://wd5.myworkday.com/wday/authgwy/dealertire/login.html</p> 
<p>From the Menu click Absence then click on Request Absence.</p>	
<p>On the calendar, choose the date(s) you are requesting off. Hint: You can select multiple dates. Then click on the Request Absence button at the bottom left of the screen.</p>	
<p>From the Type options, select one of the following:</p> <ul style="list-style-type: none"> • All employees except Dent Wizard select Time Offs > Compassionate Leave. • Dent Wizard Employees select Bereavement. 	
<ul style="list-style-type: none"> • Immediate family members include parents, stepparents, spouse, children, brother, sister, stepbrother, stepsister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law and any other as required by applicable law. • Non-immediate family member, or close non-family member. • See your Employee/Benefit Handbook for company specific leave policy. 	
<p>Click Next. Enter your comments (optional). Then click Submit.</p> <p>The request is now submitted to your manager for approval.</p>	

Manager Instructions:

In Workday, navigate and click to open **My Tasks**.



Under **All items**, click on the **Absence Request**.

Review the request, then click to **Approve** or **Send Back** to requestor.

A screenshot of an absence request card in Workday. At the top, it says "Absence Request: (012573)" followed by the date "12/09/2024" and a star icon. Below that, it says "Effective: 12/23/2024". The card is titled "Details to Review" and contains the following information: "First Day of Time Off 12/23/2024", "Last Day of Time Off 12/24/2024", and "Total 16 hours - Compassionate Leave-Immediate Family Member". Below this is a section for "Request Details" with 2 items, shown in a table. At the bottom of the card, there are three buttons: "Approve" (highlighted with a red circle), "Send Back", and a three-dot menu icon.

Date	Day of the Week	Type	Requested	Unit of Time
12/23/2024	Monday	Compassionate Leave-Immediate Family Member	8	Hours
12/24/2024	Tuesday	Compassionate Leave-Immediate Family Member	8	Hours

Your request is now complete and will be processed in the next payroll