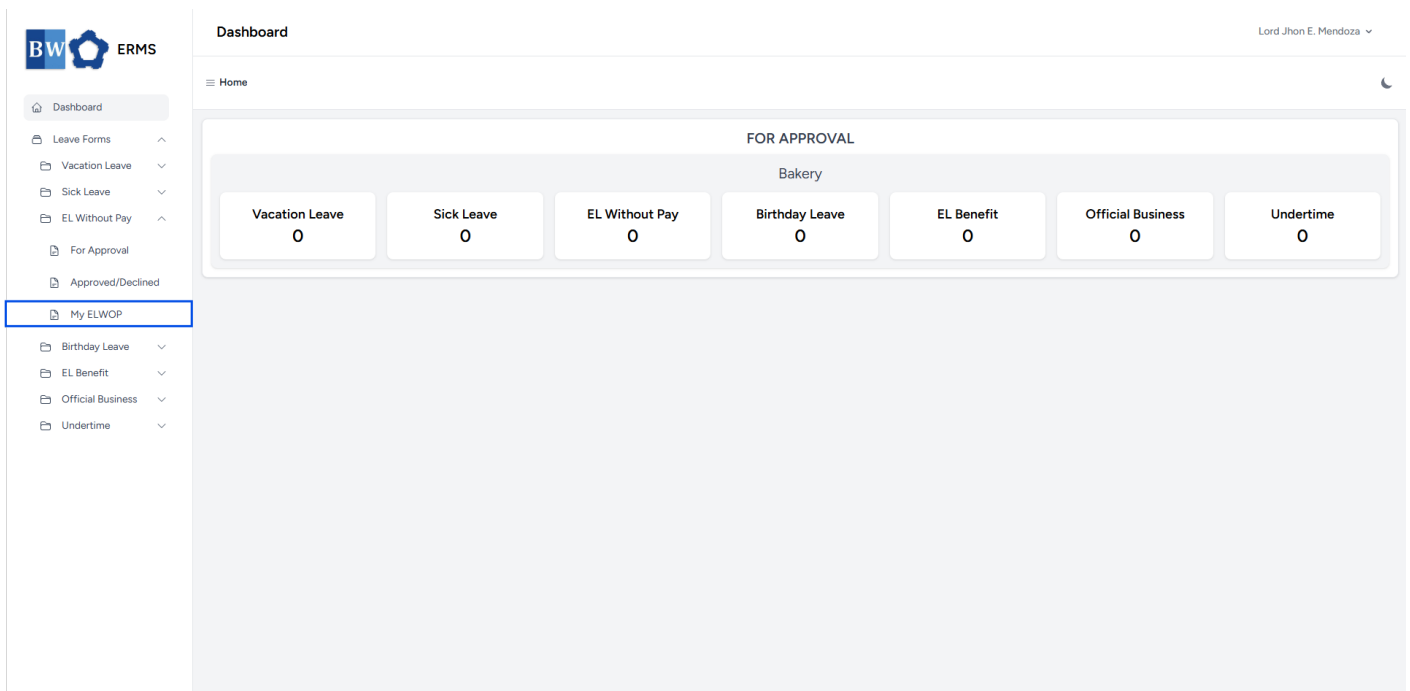


Approver Managers/Supervisors Application

To access the Emergency Leave Without Pay page:

- In the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **EL Without Pay**.
- Then, click **My ELWOP** to view your filed emergency leave without pay.



The screenshot displays the ERMS (Emergency Request Management System) dashboard. The top left corner features the logo 'BW ERMS'. The main header area includes 'Dashboard' and the user name 'Lord Jhon E. Mendoza'. A sidebar on the left contains a navigation menu with the following items: Dashboard, Leave Forms, Vacation Leave, Sick Leave, EL Without Pay, For Approval, Approved/Declined, My ELWOP (highlighted with a blue border), Birthday Leave, EL Benefit, Official Business, and Undertime. The main content area is titled 'FOR APPROVAL' and shows a 'Bakery' section with seven cards representing different leave types: Vacation Leave (0), Sick Leave (0), EL Without Pay (0), Birthday Leave (0), EL Benefit (0), Official Business (0), and Undertime (0).

- It will open the **EL Without Pay (My ELWOP)** page.

- Dashboard
- Leave Forms
- Vacation Leave
- Sick Leave
- EL Without Pay
- For Approval
- Approved/Declined
- My ELWOP**
- Birthday Leave
- EL Benefit
- Official Business
- Undertime

Home > Forms | ELWOP | My ELWOP

EMERGENCY LEAVE WITHOUT PAY (ELWOP)

File ELWOP

10 entries per page Search...

EMERGENCY LEAVE WITHOUT PAY

No Emergency Leave Without Pay Filed

Showing 1 to 1 of 1 entries

- On the **EL Without Pay (My ELWOP)** page, click the **File ELWOP** button to open the form.

- Dashboard
- Leave Forms
- Vacation Leave
- Sick Leave
- EL Without Pay
- For Approval
- Approved/Declined
- My ELWOP**
- Birthday Leave
- EL Benefit
- Official Business
- Undertime

Home > Forms | ELWOP | My ELWOP

FILE CREATION

Date: 07/22/2025

Department: Information Technology

From: Mendoza, Lord Jhon E.

This is to apply for:

Choose a Leave Type

Reason:

Type your reason here...

Nature of Notification:

Choose a Notification

- Fill out the required fields, then click **Submit**.
- After submitting, a notification will appear saying that the ELWOP has been created. The filed leave will be added to the list

- Dashboard
- Leave Forms
- Vacation Leave
- Sick Leave
- EL Without Pay
- For Approval
- Approved/Declined
- My ELWOP**
- Birthday Leave
- EL Benefit
- Official Business
- Undertime

EMERGENCY LEAVE WITHOUT PAY (ELWOP)

File ELWOP

10 entries per page

Search...

LEAVE STATUS	Leave Type	Leave From	Leave To
For HRD Approval	Whole Day Leave	July 24, 2025	July 24, 2025

Showing 1 to 1 of 1 entries

- You can also use this page to check the status of your leave.

Revision #2

Created 22 July 2025 01:11:34 by Lord Jhon E. Mendoza

Updated 22 July 2025 01:24:26 by Lord Jhon E. Mendoza