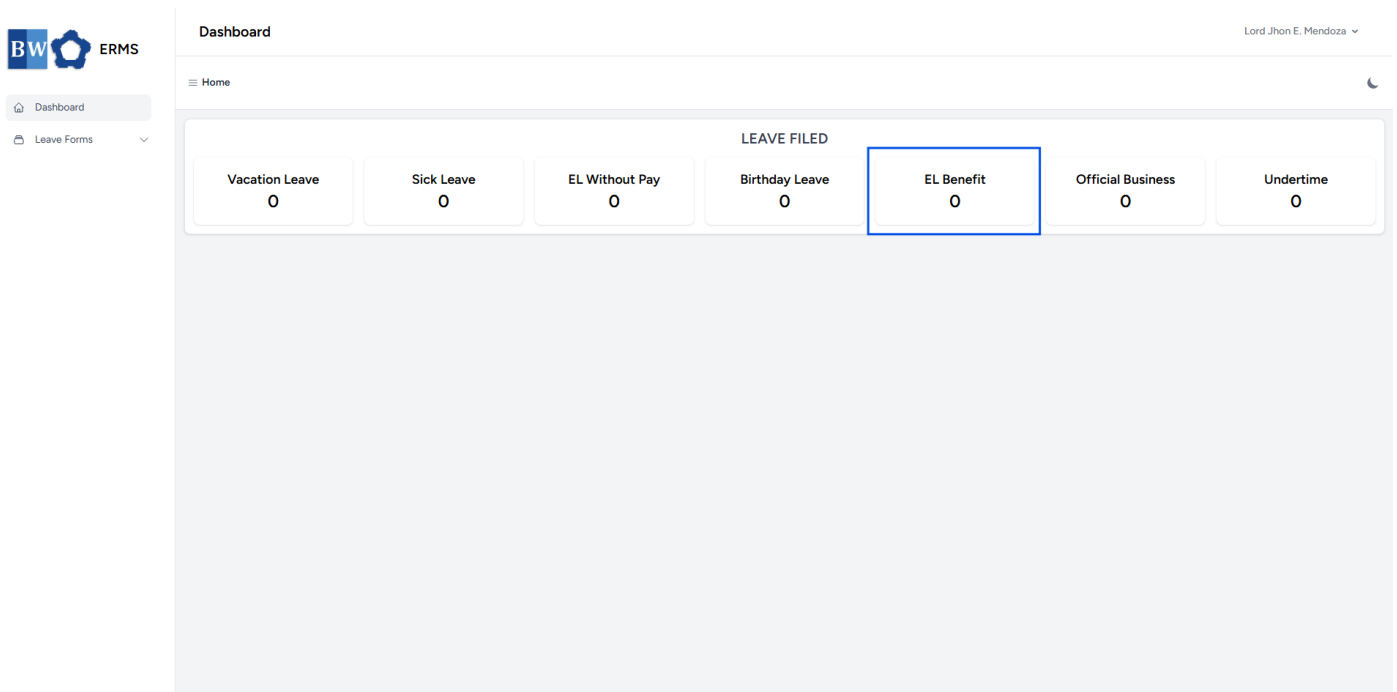


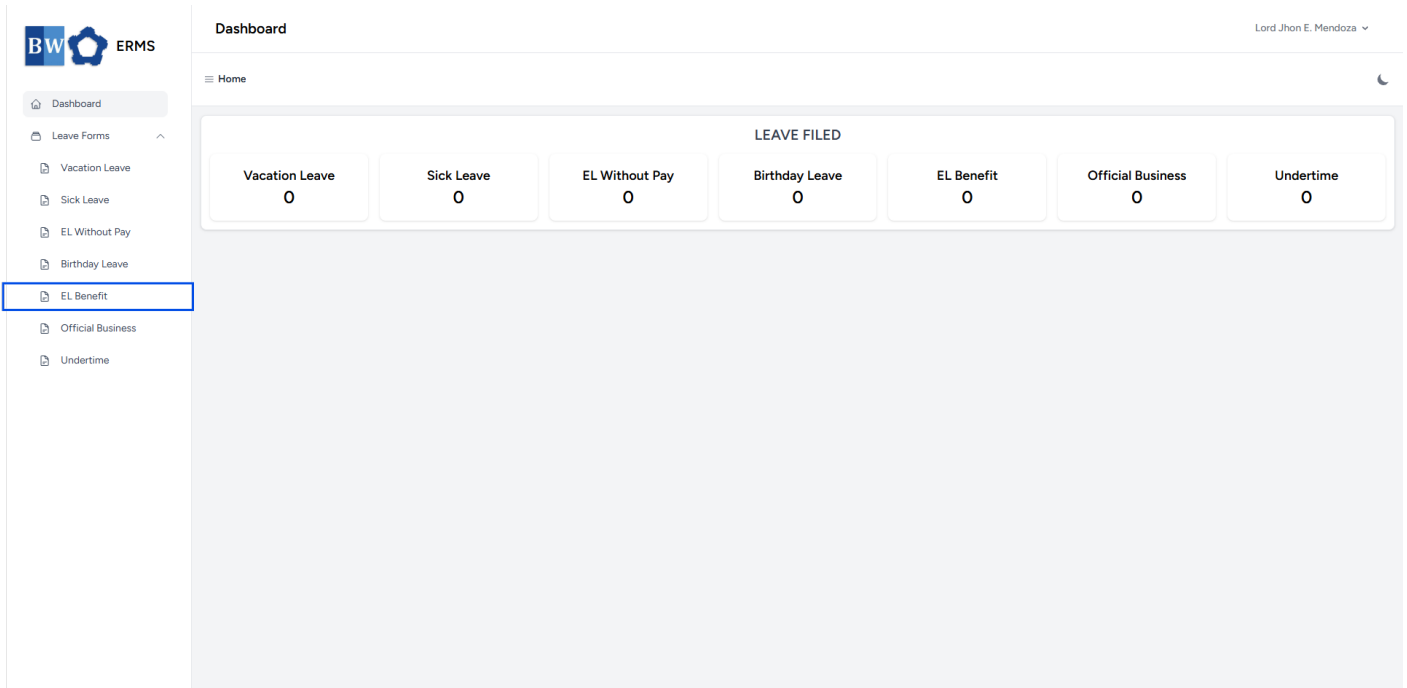
Employees & Non-Approver Managers/Supervisors Application

To access the Emergency Leave Benefit page, you can do either of the following:

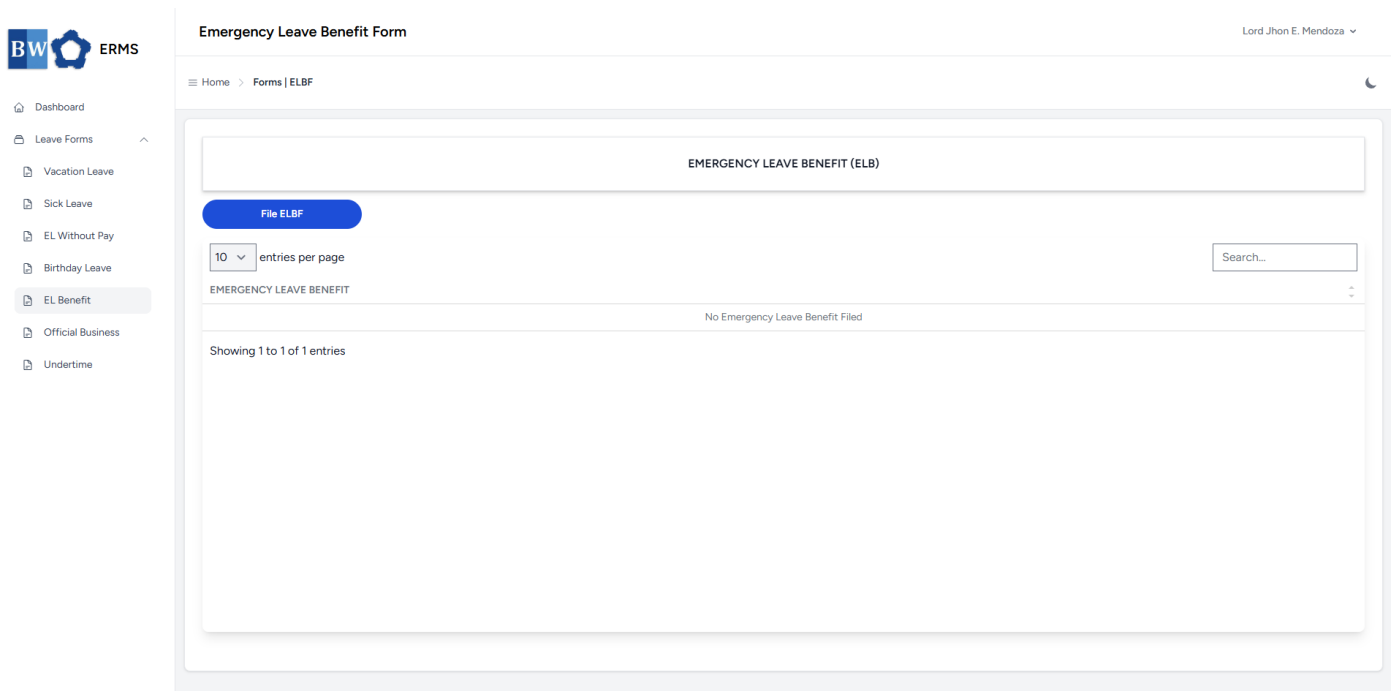
- On your Dashboard, click **EL Benefit** under the **Leave Filed** section.



- Or, click the **Leave Forms** dropdown in the sidebar, then select **EL Benefit**.



- It will open the **Emergency Leave Benefit** page.



- On the **Emergency Leave Benefit** page, click the **File ELBF** button to open the form.

Emergency Leave Benefit Form Lord Jhon E. Mendoza

Home > Forms | ELBF

FILE CREATION

Date:

Department:

From:

This is to apply for:

Reason:

Nature of Notification:

Showing 1 to 1 of 1 entries




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

Emergency Leave Benefit Form ELBF Created

Home > Forms | ELBF

EMERGENCY LEAVE BENEFIT (ELB)

entries per page

LEAVE STATUS	Leave Type	Leave From	Leave To	
For Department Head Approval	Calamity Leave (house fire, earthquake, typhoon, flood)	July 17, 2025	July 18, 2025	  

Showing 1 to 1 of 1 entries

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

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