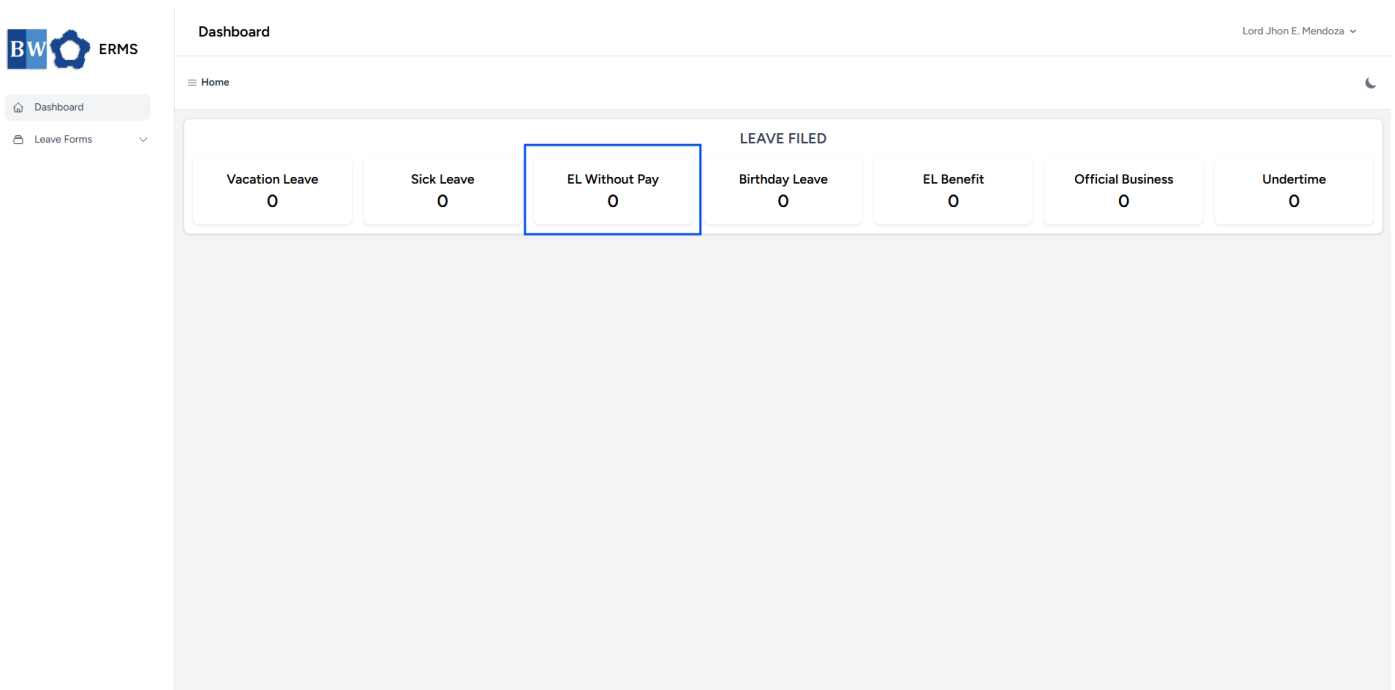


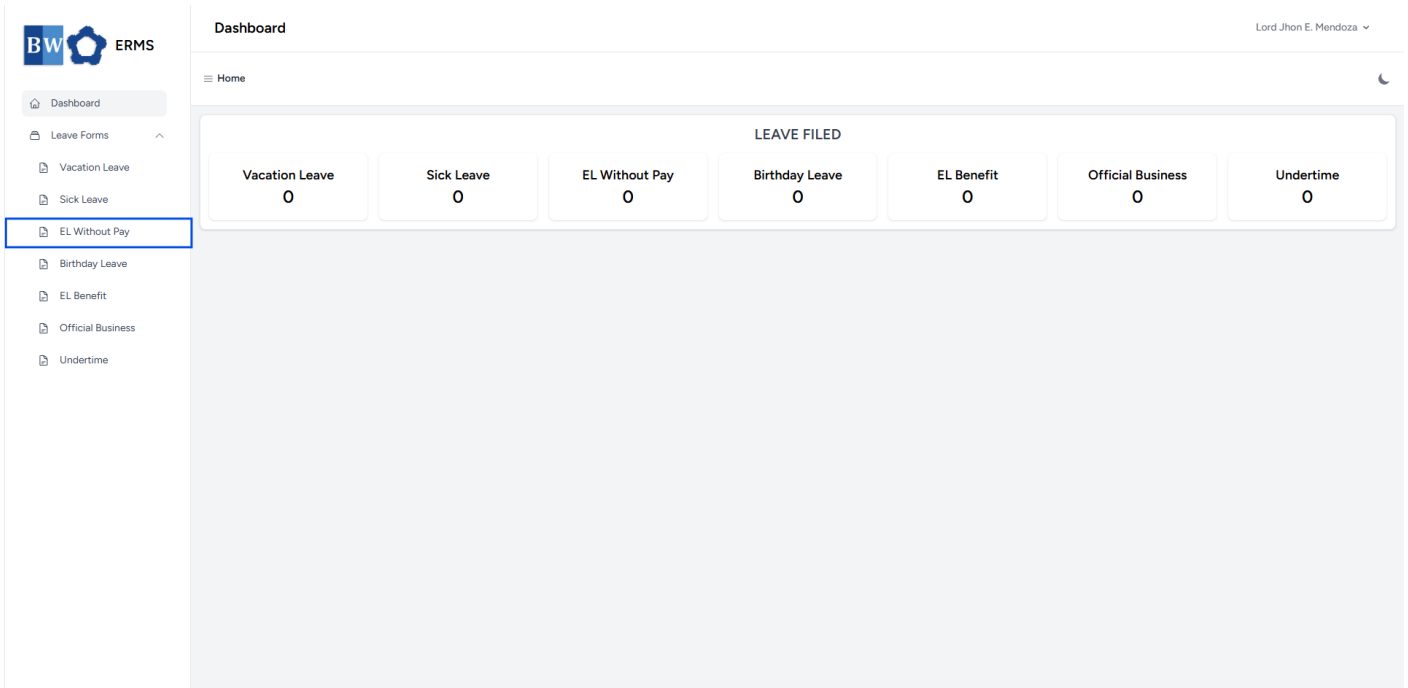
Employees & Non-Approver Managers/Supervisors Application

To access the Emergency Leave Without Pay page, you can do either of the following:

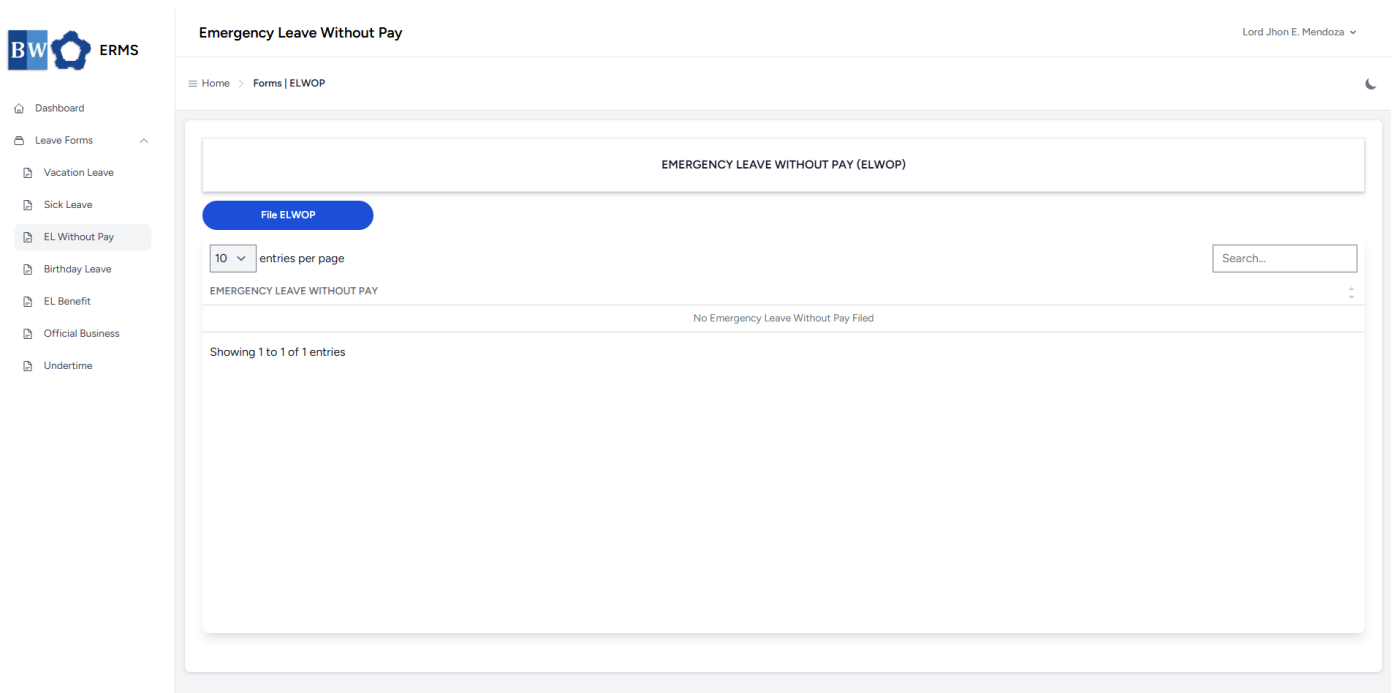
- On your Dashboard, click **EL Without Pay** under the **Leave Filed** section.



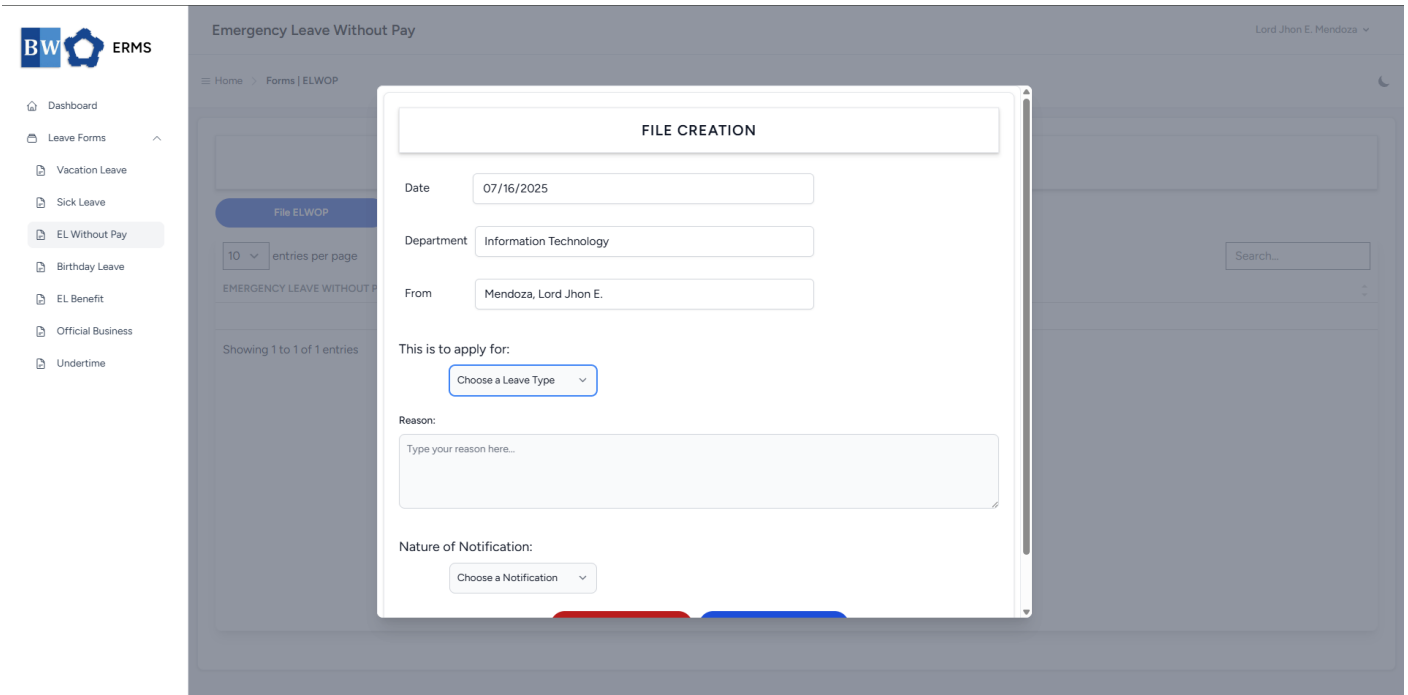
- Or, click the **Leave Forms** dropdown in the sidebar, then select **EL Without Pay**.



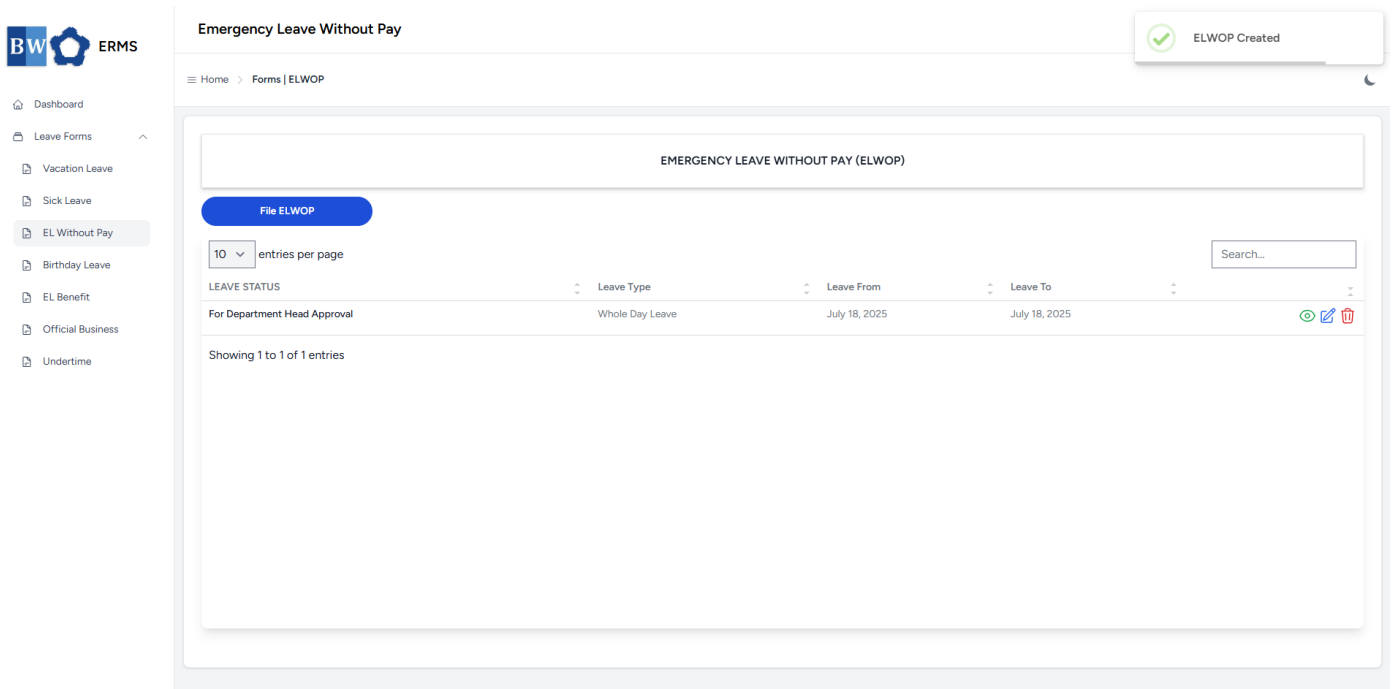
- It will open the **Emergency Leave Without Pay** page.



- On the **Emergency Leave Without Pay** page, click the **File ELWOP** button to open the form.



- 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.



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

Revision #2

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