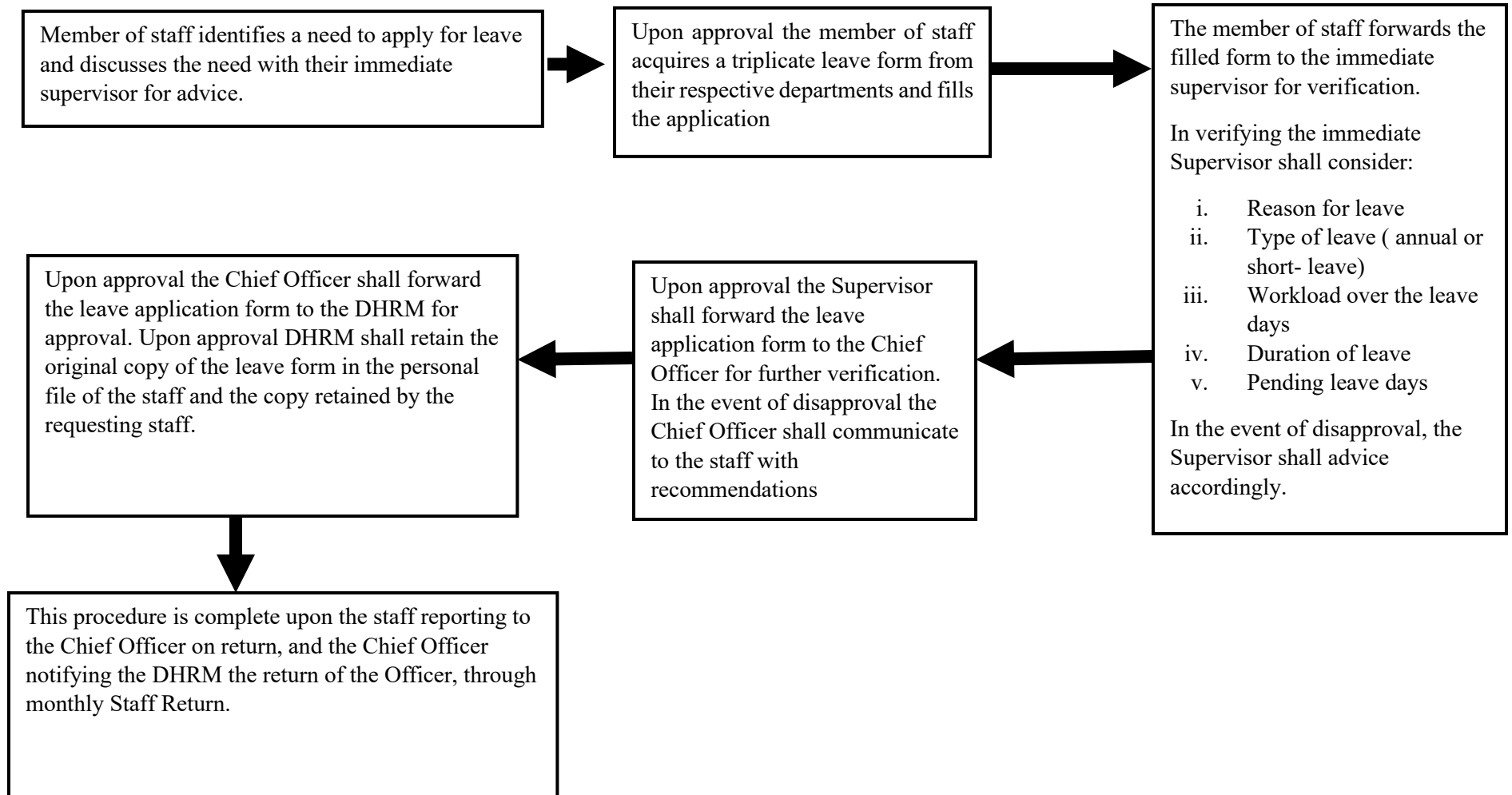
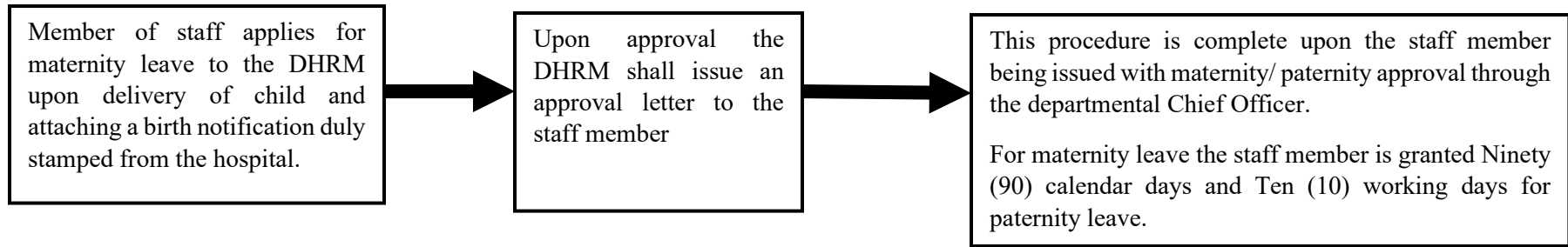


PROCEDURE FOR ANNUAL/ SHORT LEAVE



PROCEDURE FOR MATERNITY/ PATERNITY LEAVE



PROCEDURE FOR COMPASSIONATE LEAVE

