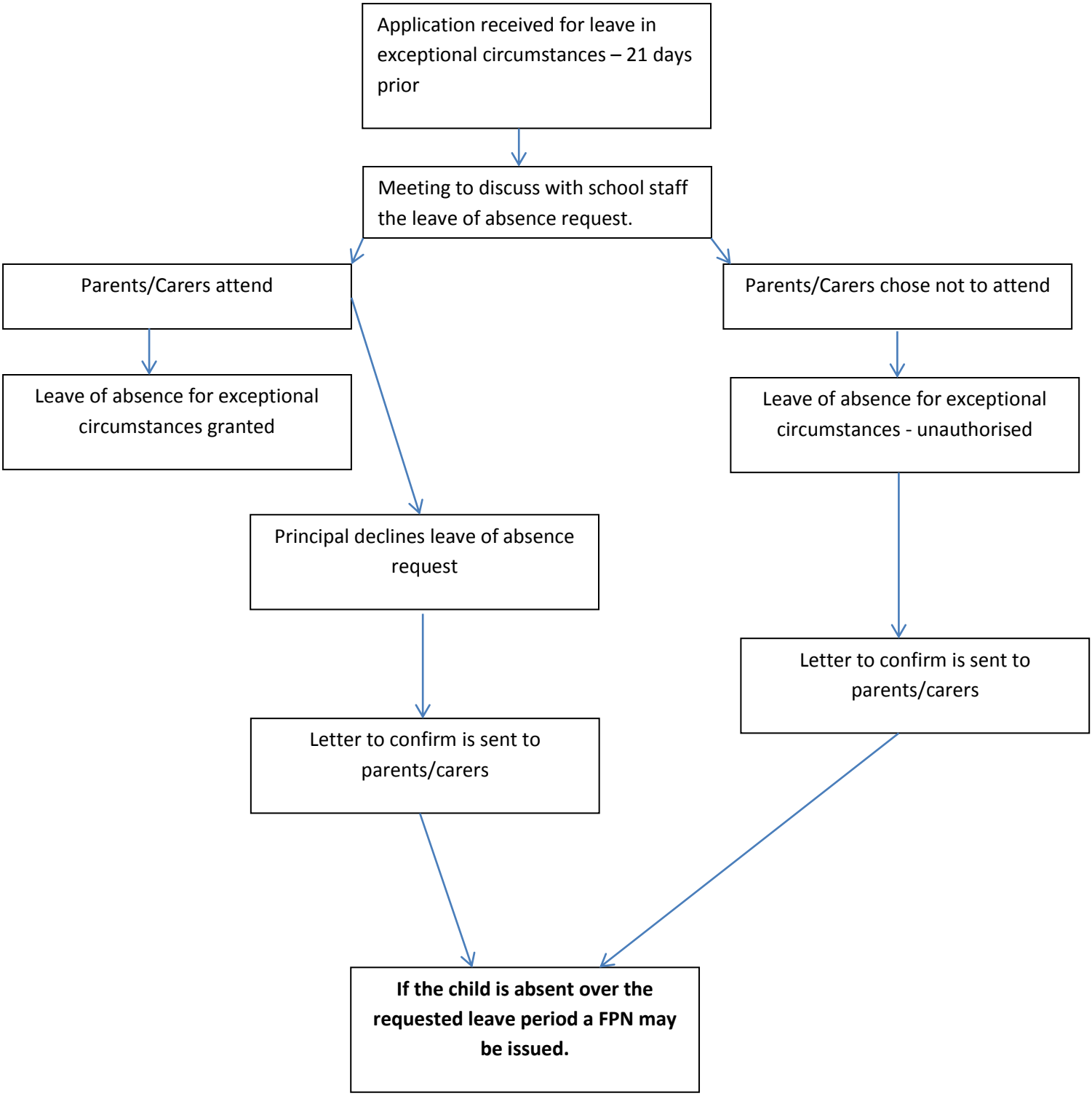Request for Leave of Absence