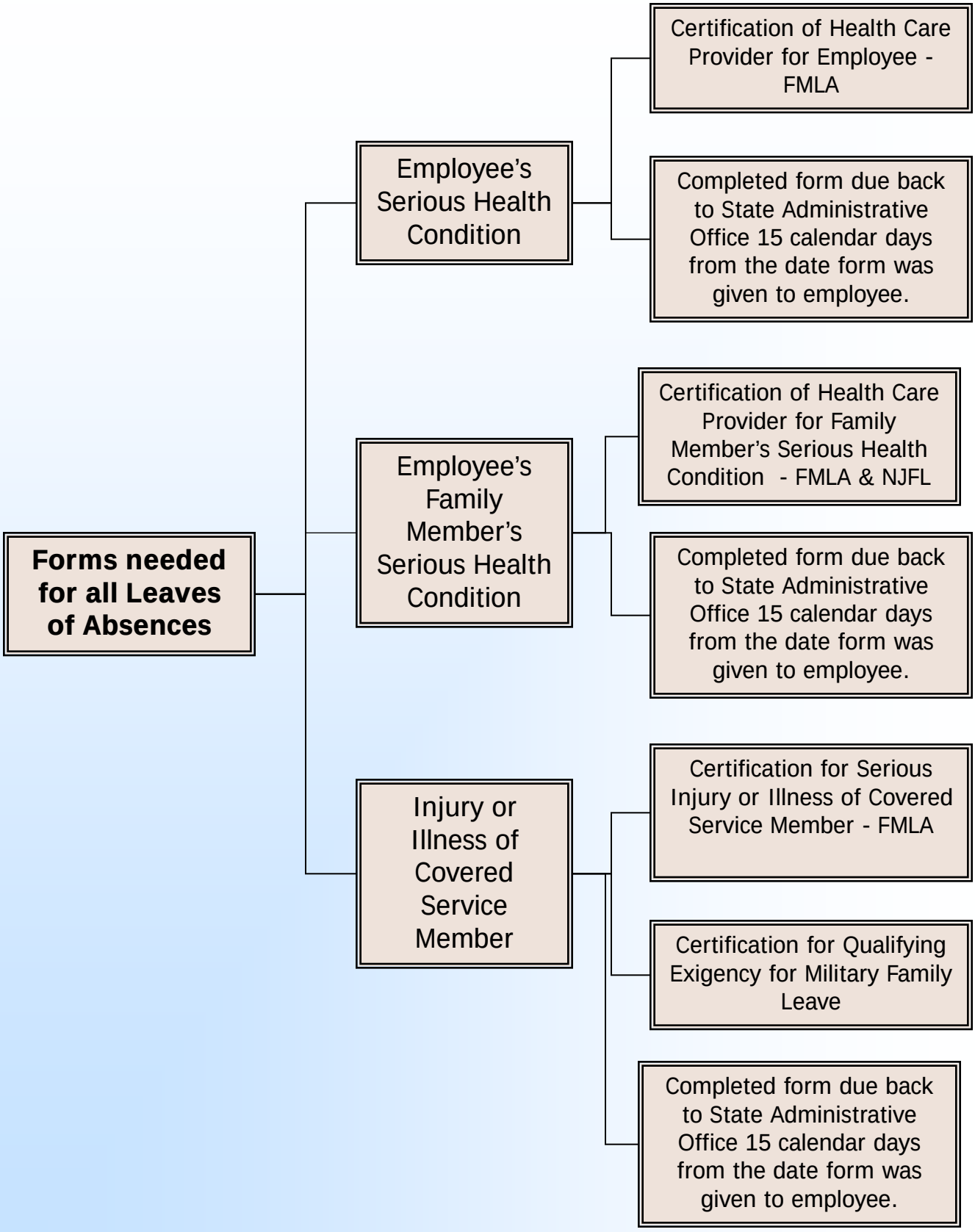Forms Needed for Leave of Absences