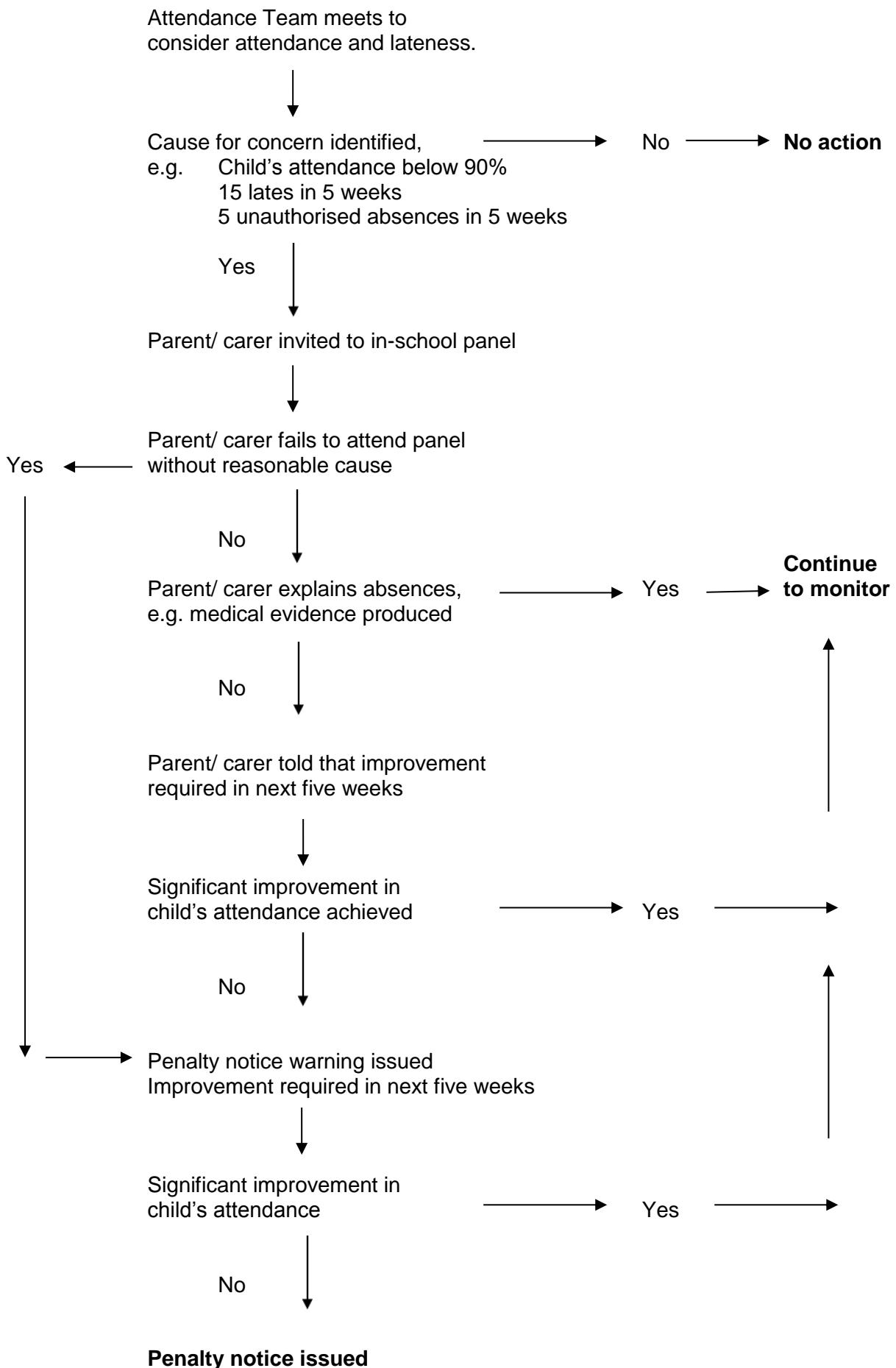


## Appendix 1: ATTENDANCE FLOWCHART



## Appendix 2: EXTENDED LEAVE FLOWCHART

