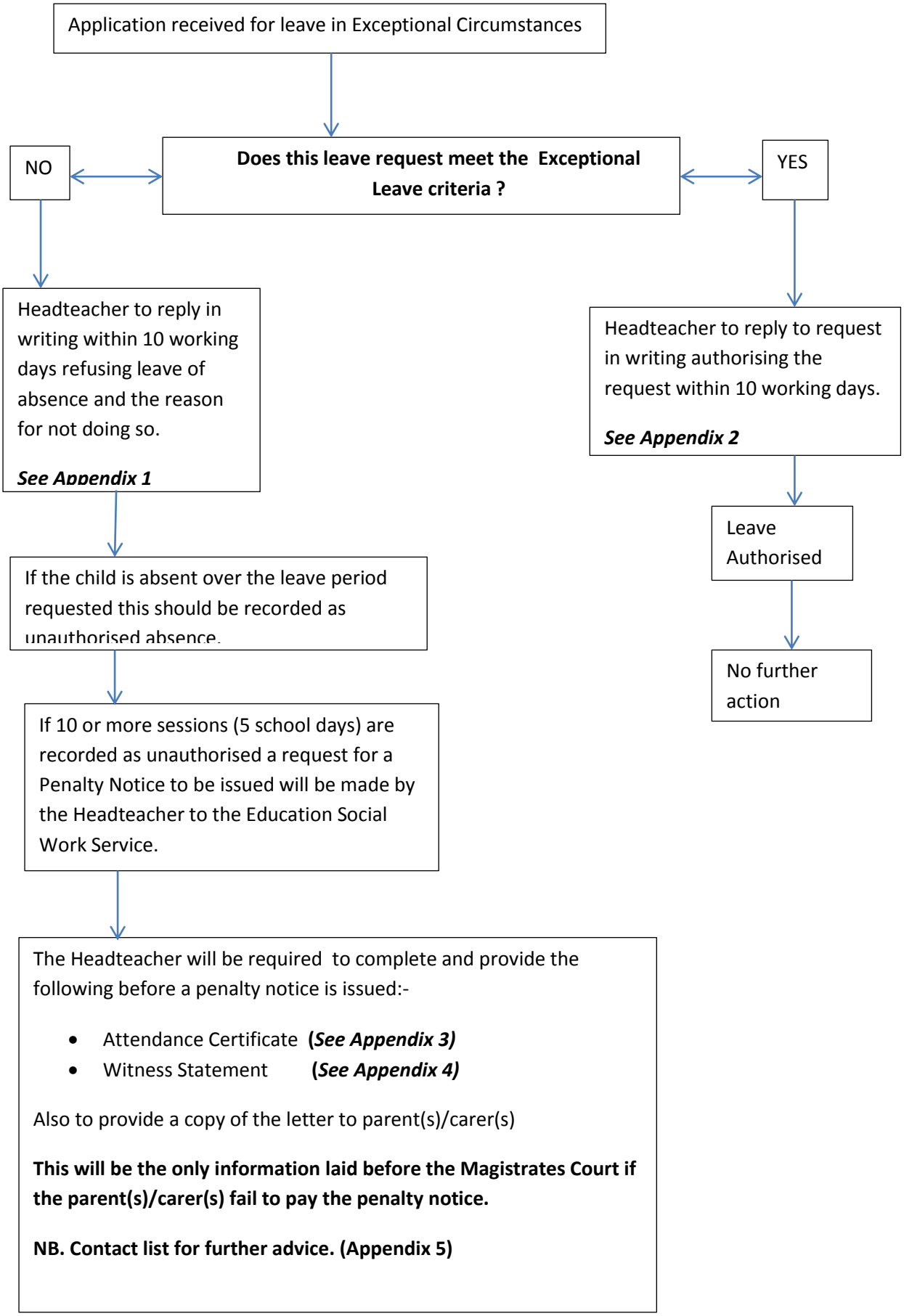Leave of Absence in Term-Time **Procedure**