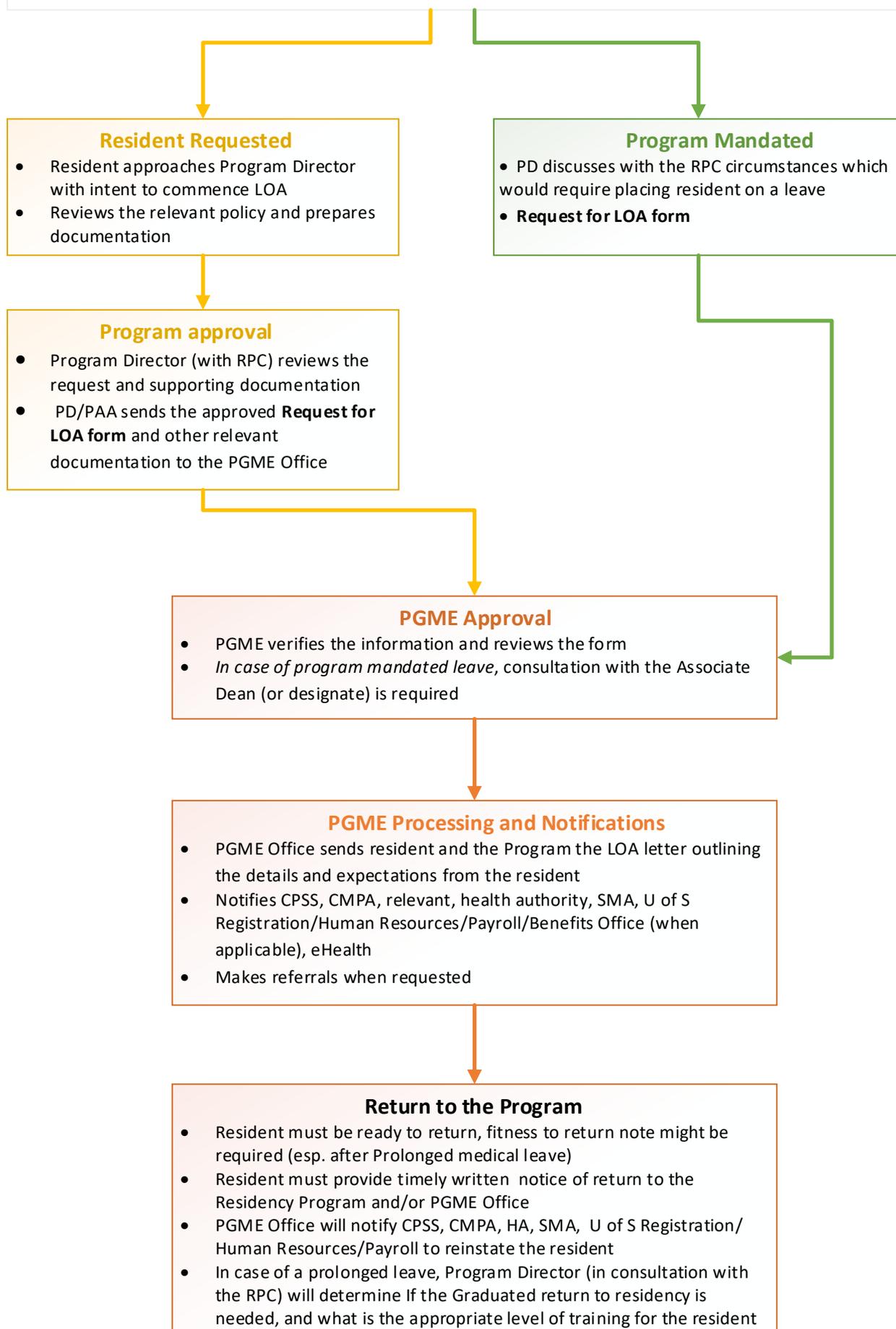


PGME GUIDE- HOW TO INITIATE AND PROCESS LEAVE OF ABSENCE*



*Same process is followed in case of the extension of the leave of absence. There must be a valid reason for extension.