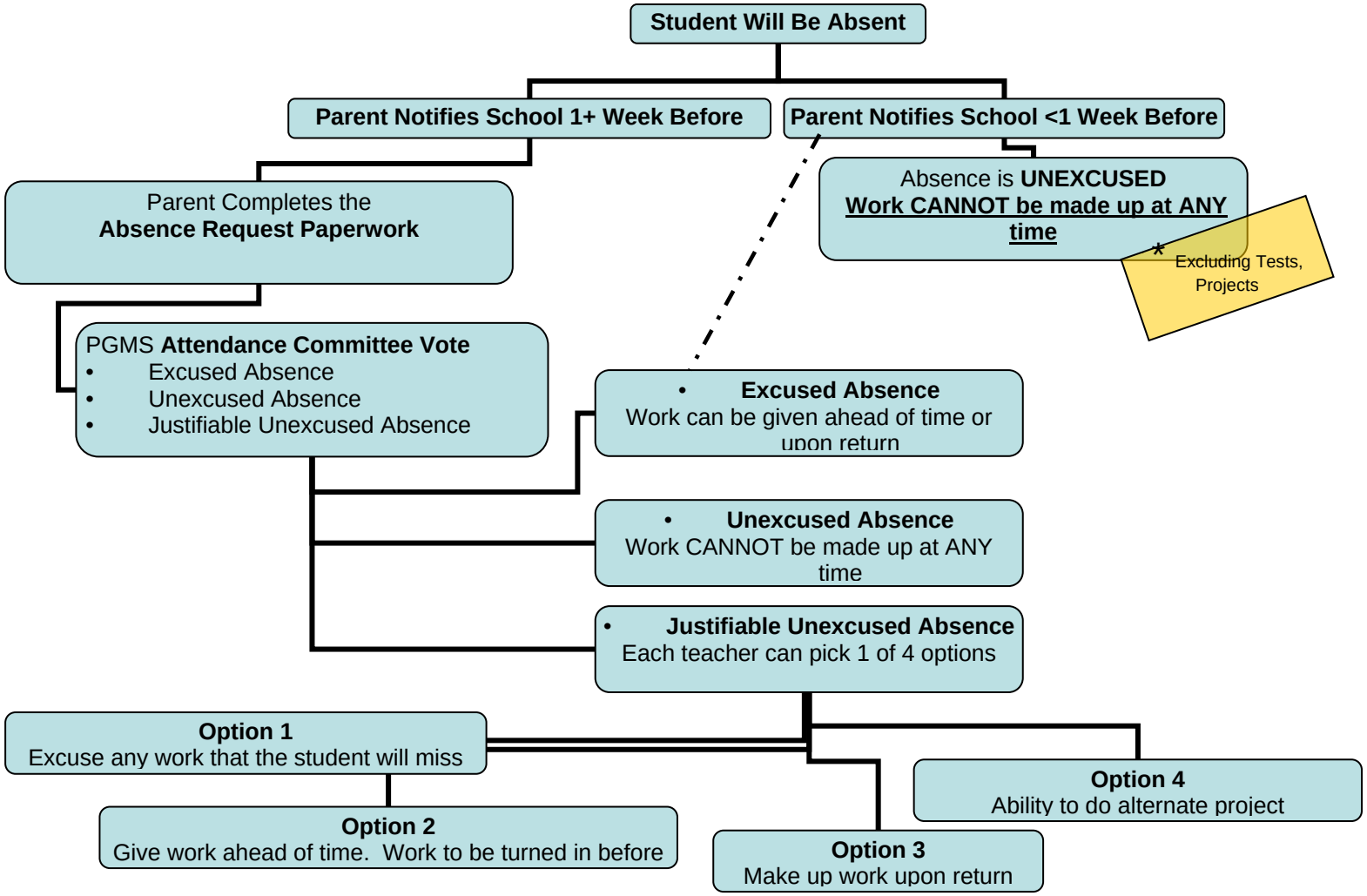PGMS Absence Policy/Procedure