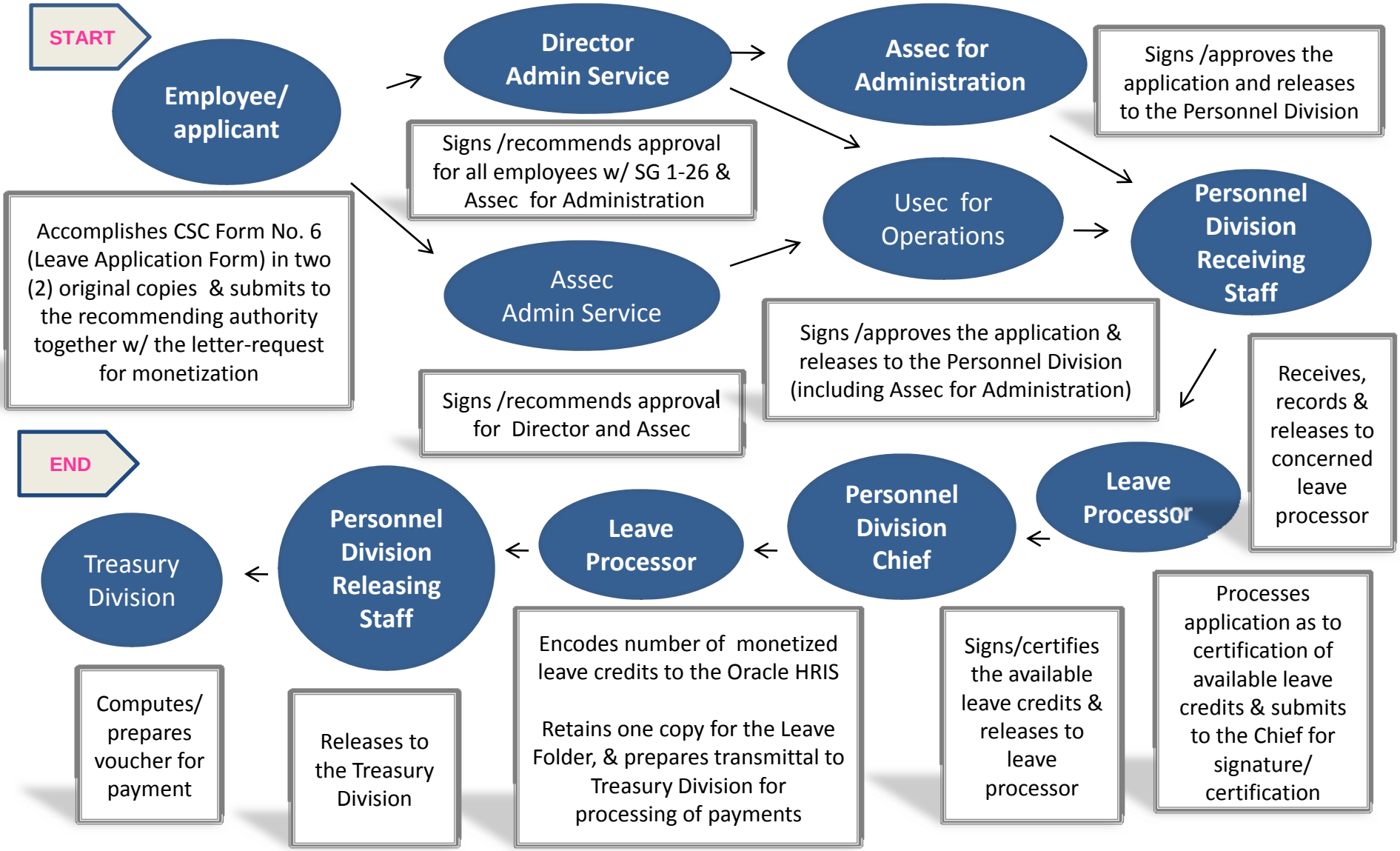PROCEDURES IN THE FILING, PROCESSING, AND APPROVAL OF APPLICATION FOR 50 % MONETIZATION OF ACCUMULATED LEAVE CREDITS