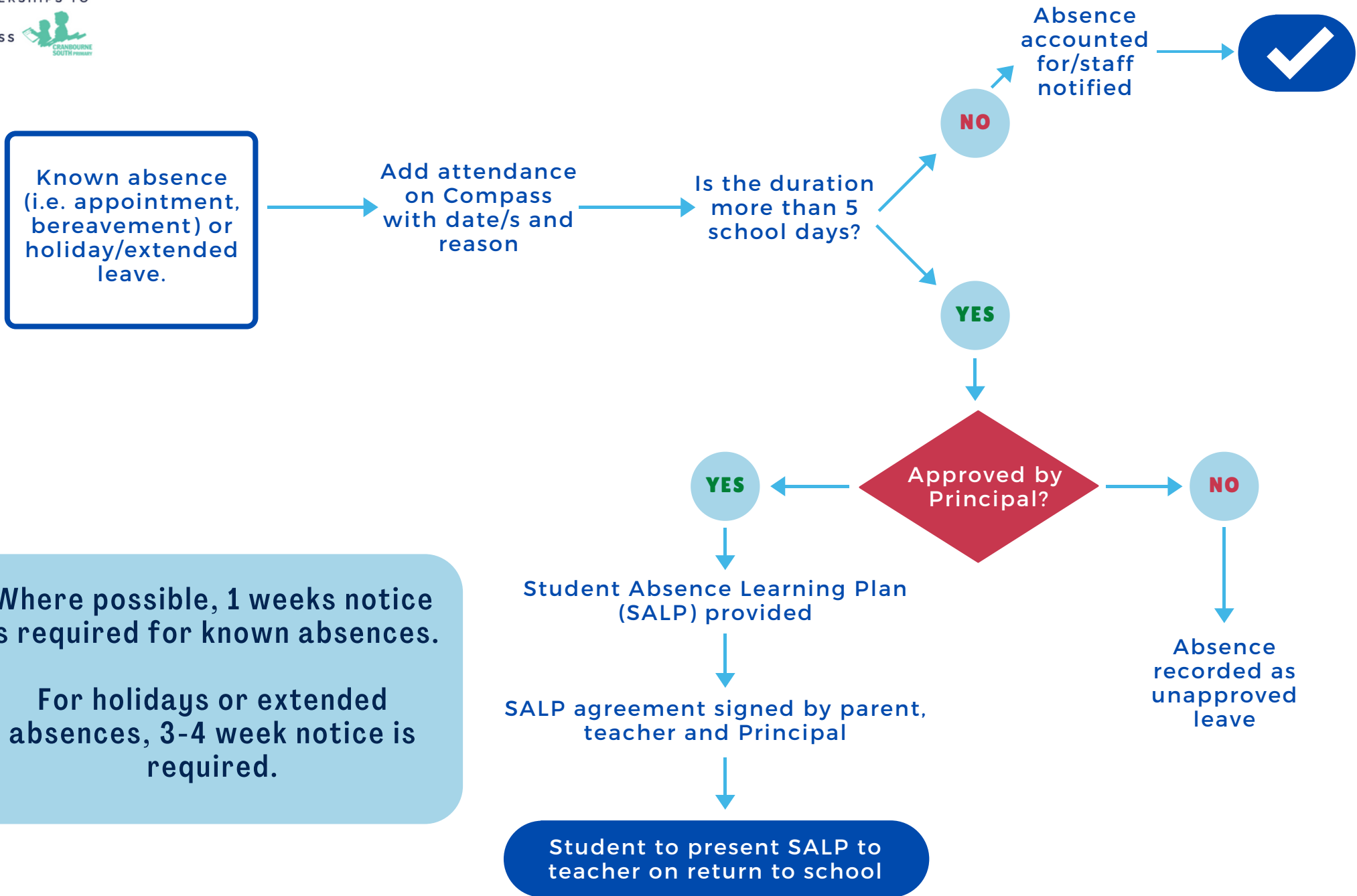


KNOWN ABSENCES



Where possible, 1 weeks notice is required for known absences.

For holidays or extended absences, 3-4 week notice is required.