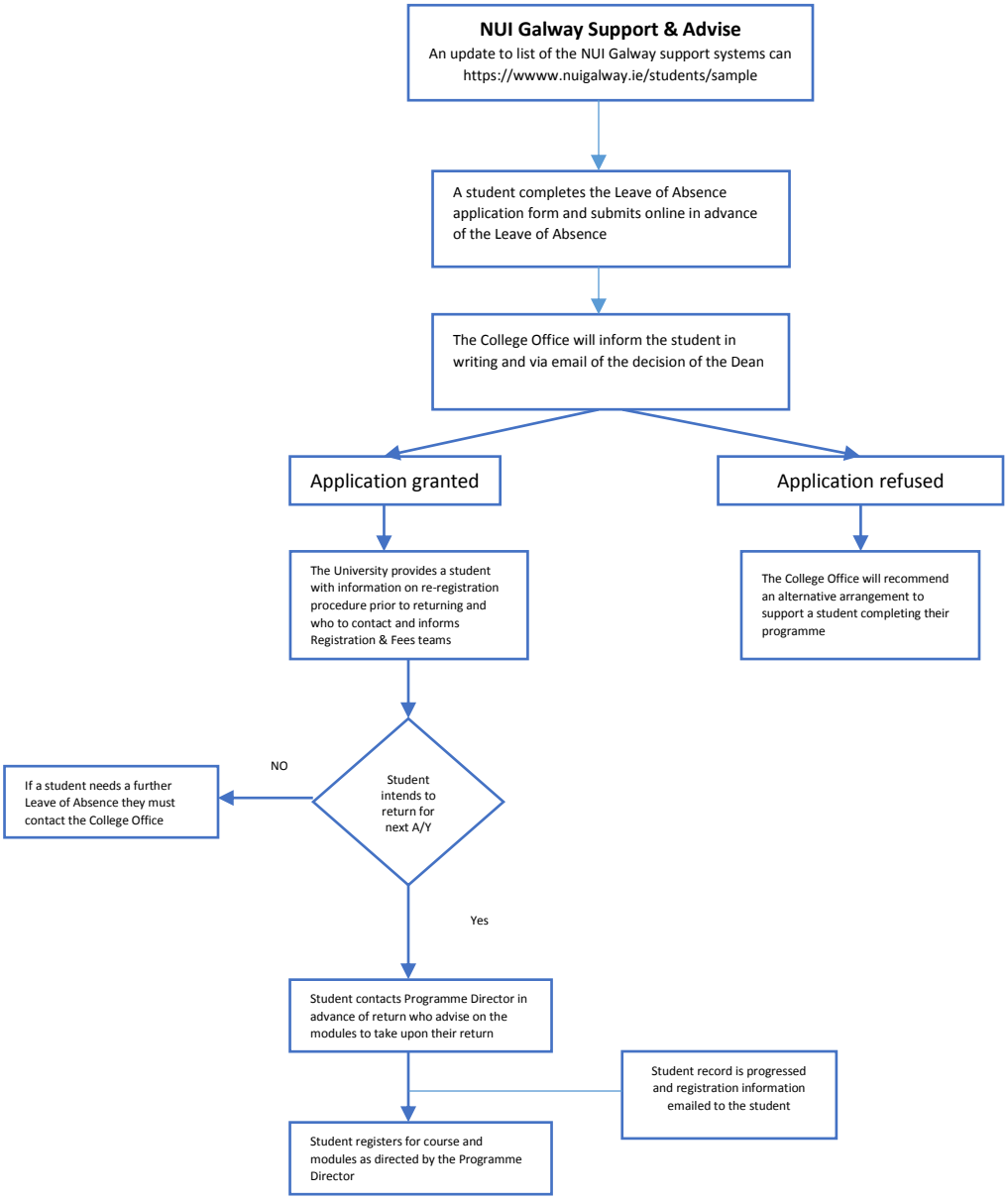Leave of Absence draft workflow