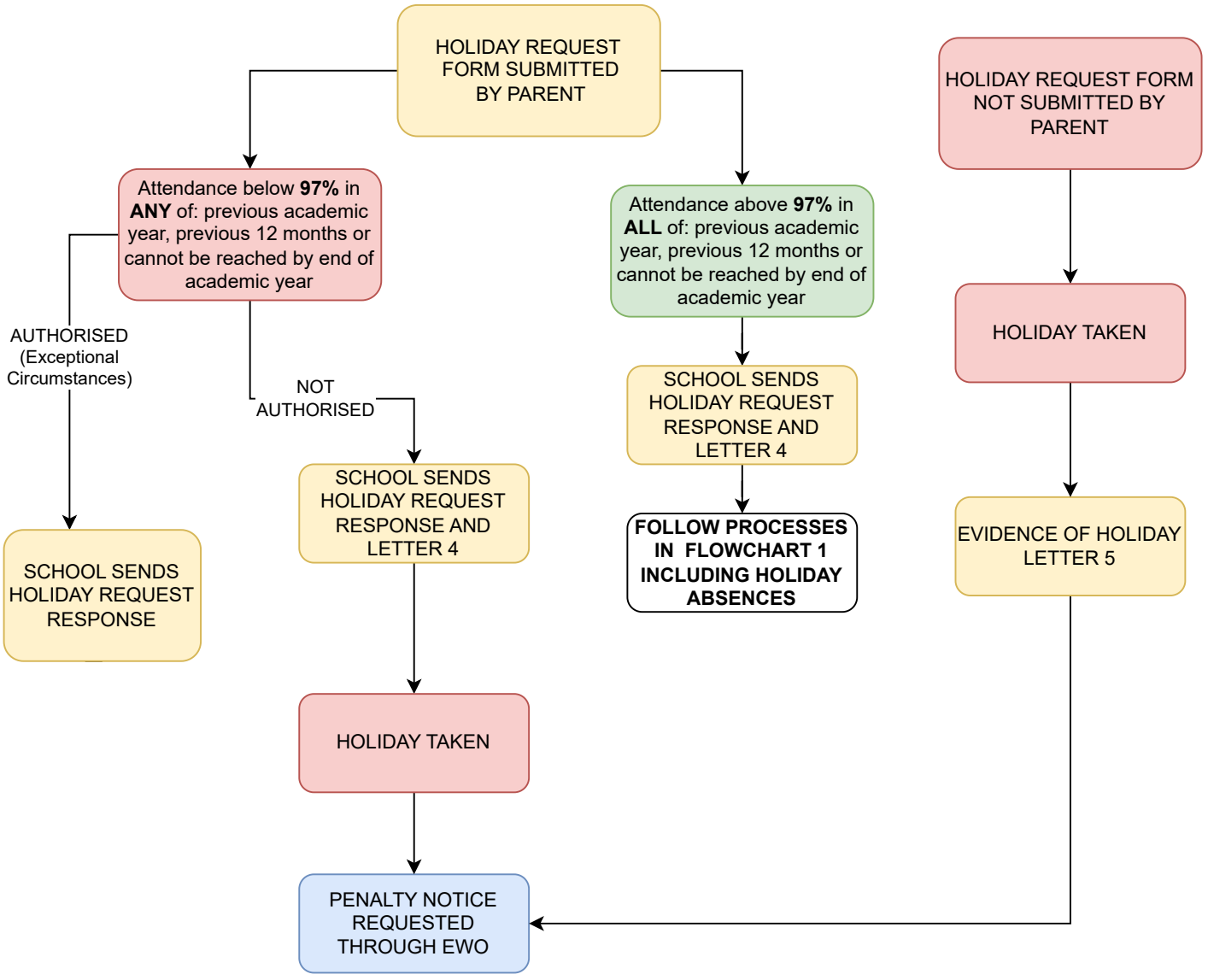FLOWCHART 2 - PROCEDURE FOR HOLIDAYS TAKEN DURING TERM TIME