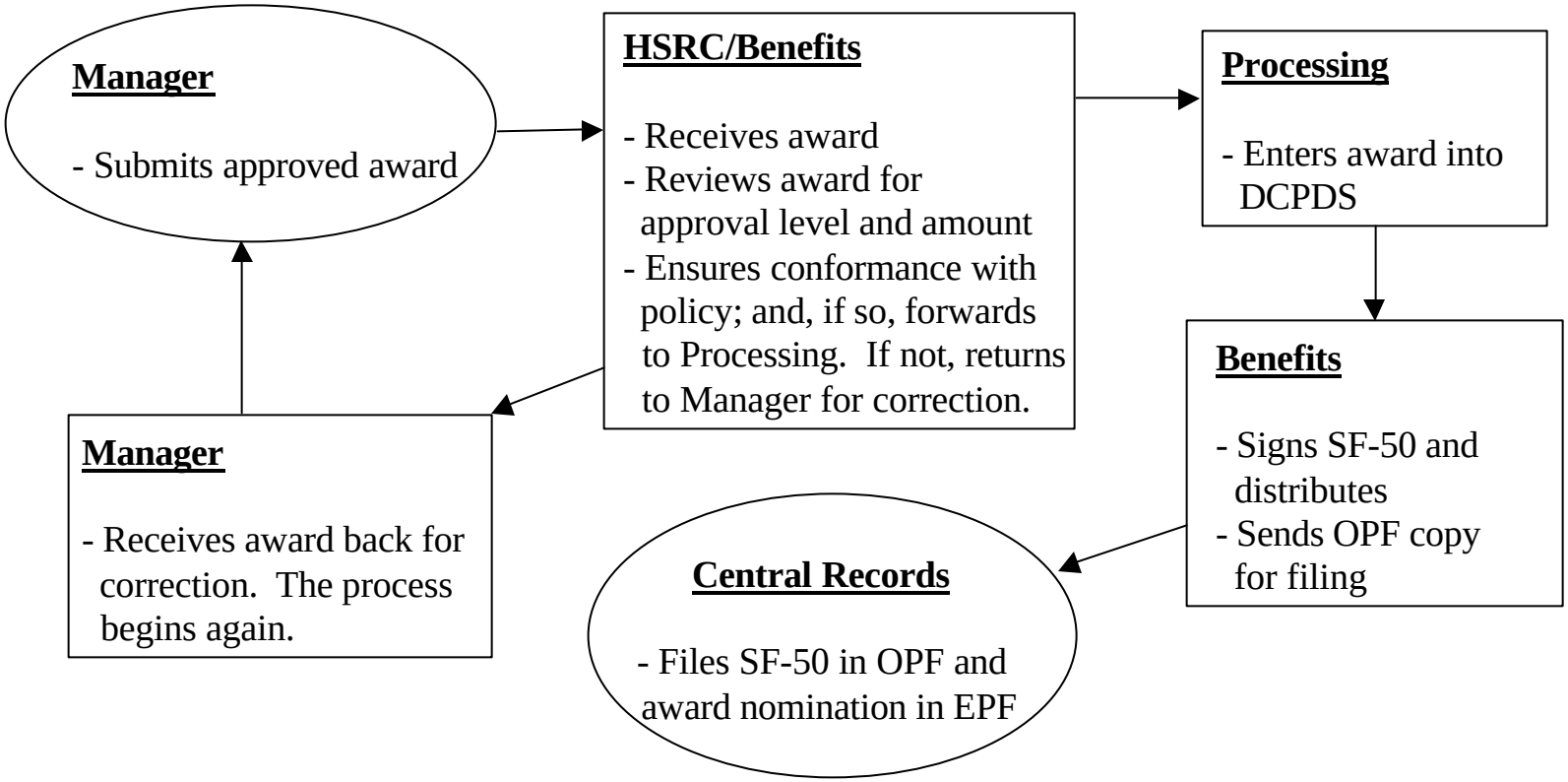A8.3 - Process Special Act or Service/Time Off Awards