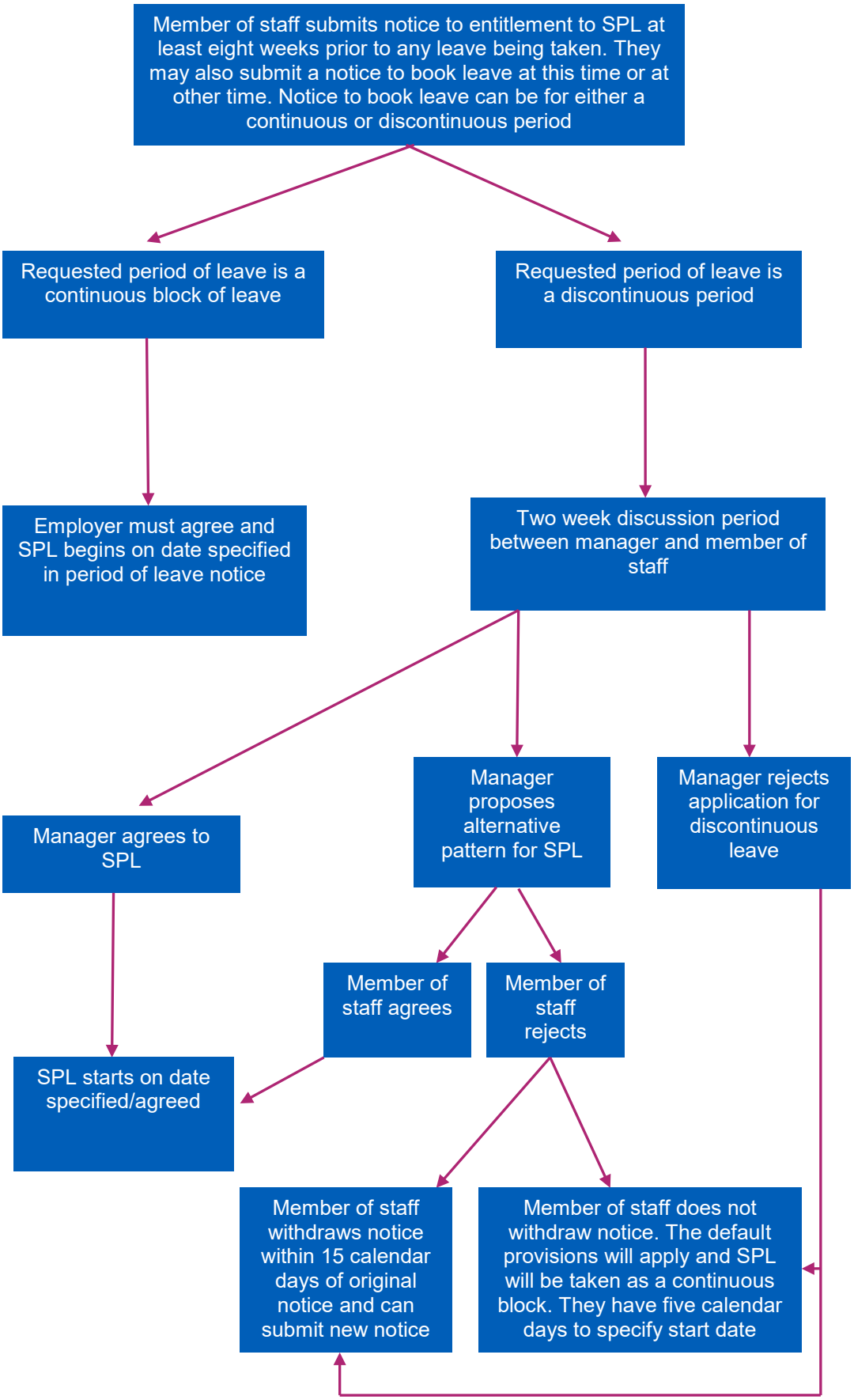Shared parental leave application process flowchart