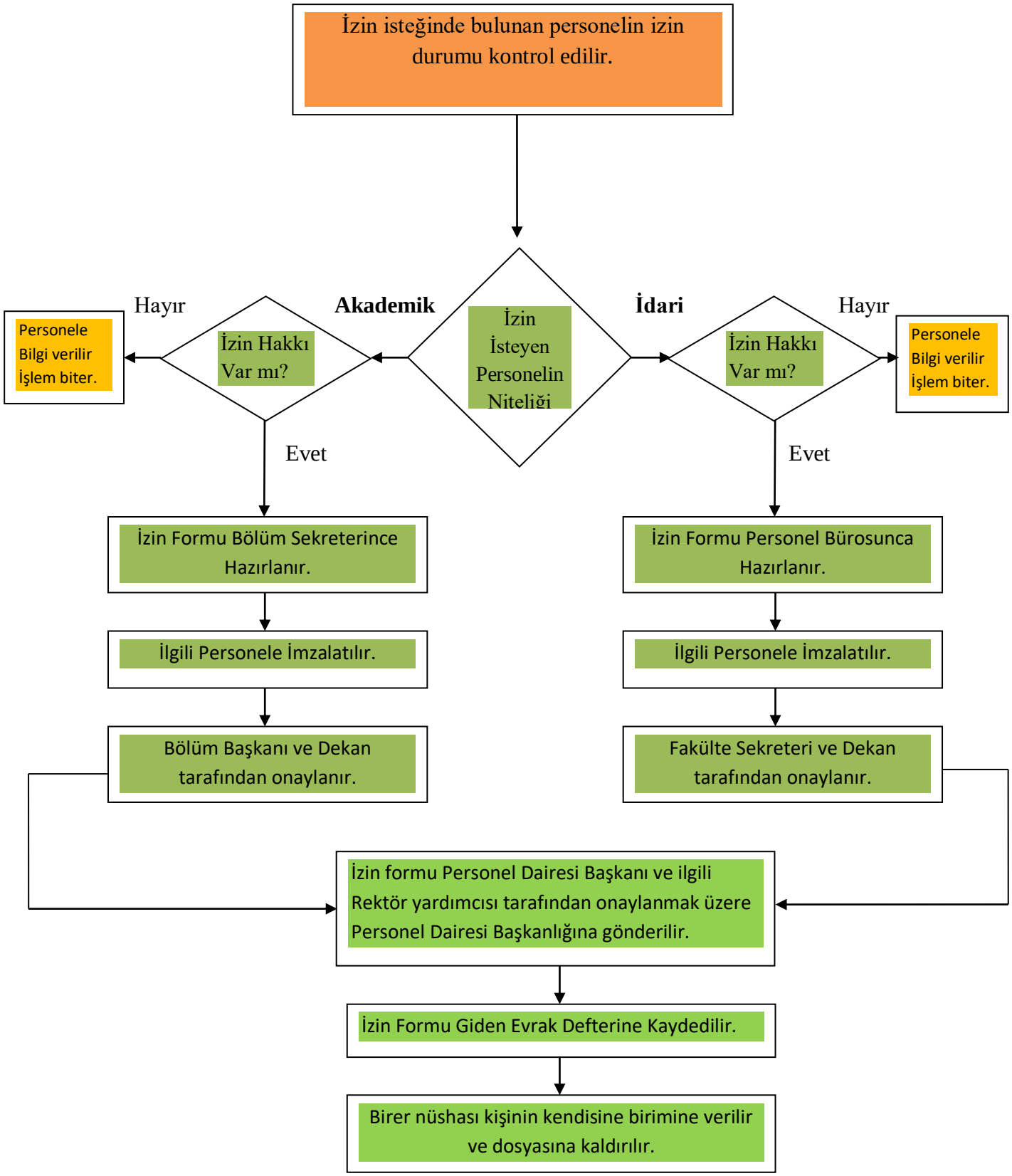Akademik-İdari Personel Mazeret-Yıllık İzin Alma Süreci İş Akışı Şeması