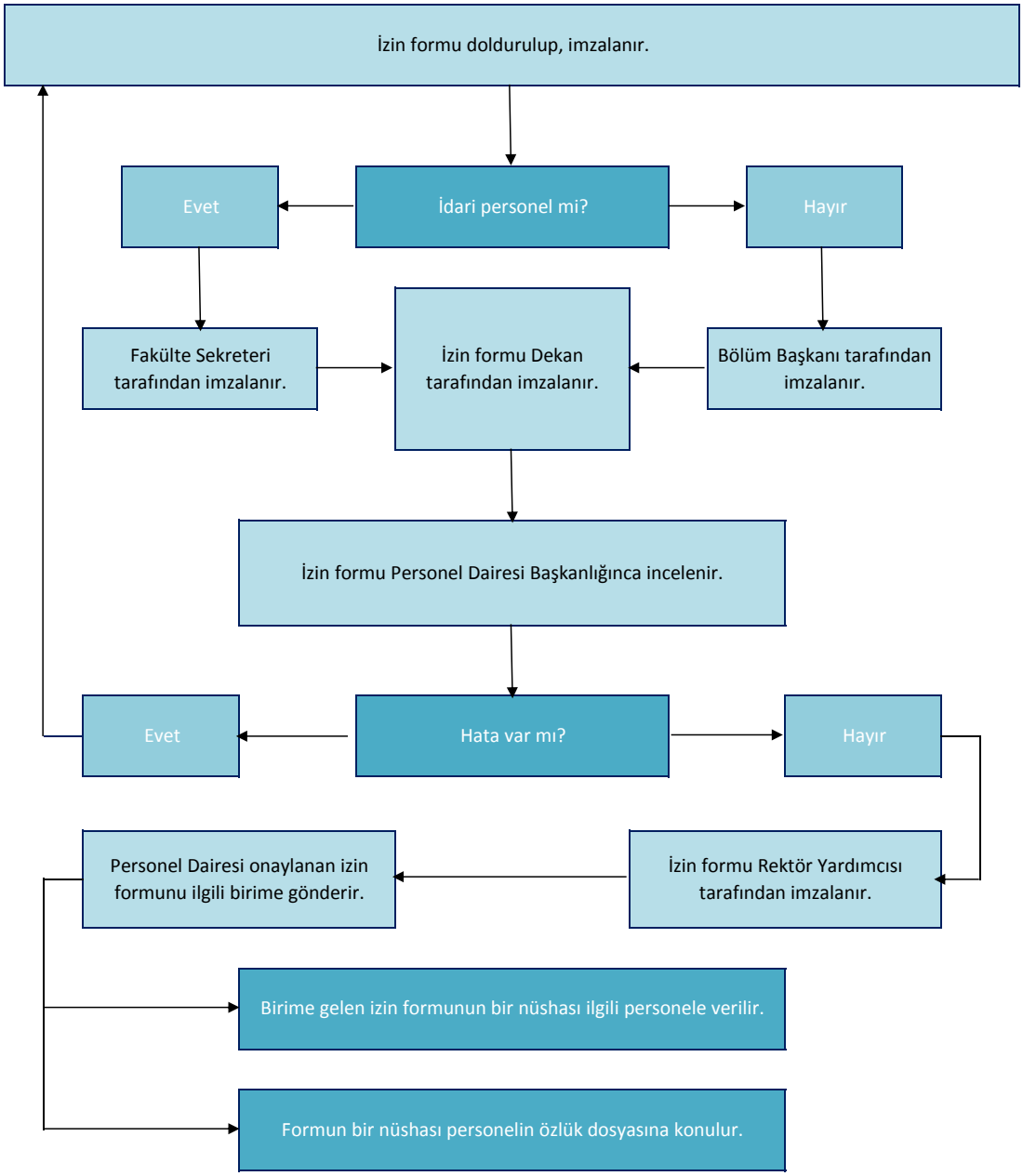YILLIK İZİN İŞ AKIŞI