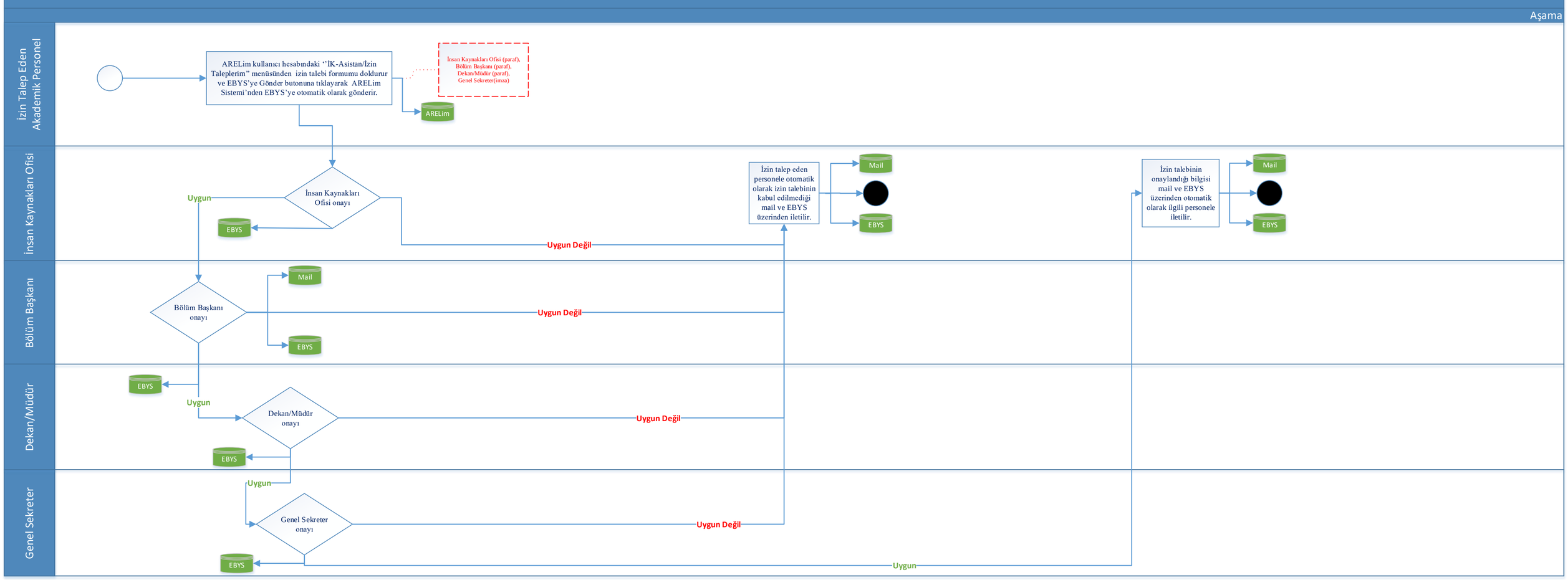İA.İKM.005.AKADEMİK PERSONEL MAZERET İZNİ TALEP İŞ AKIŞI