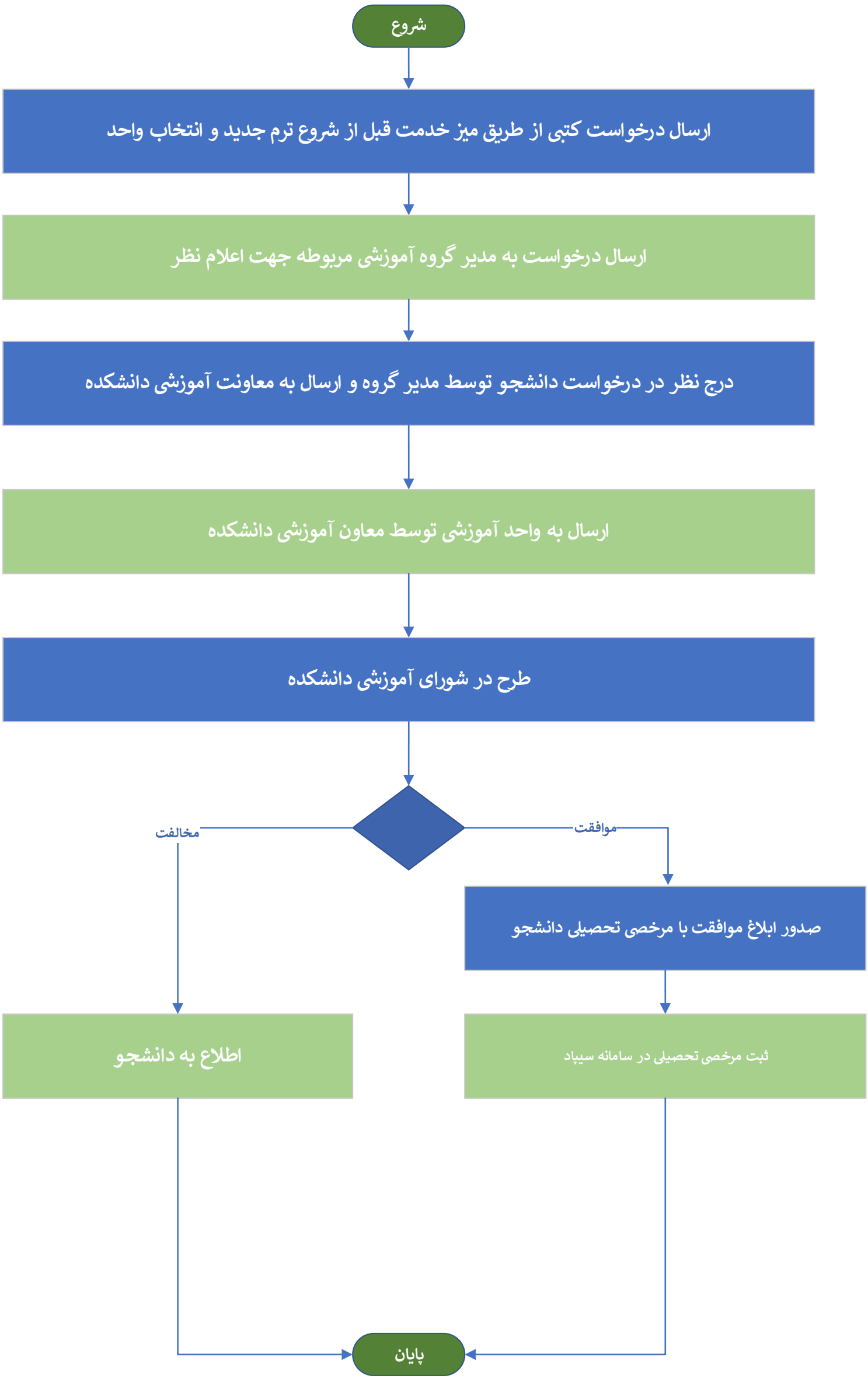فرآیند درخواست مرخصی تحصیلی