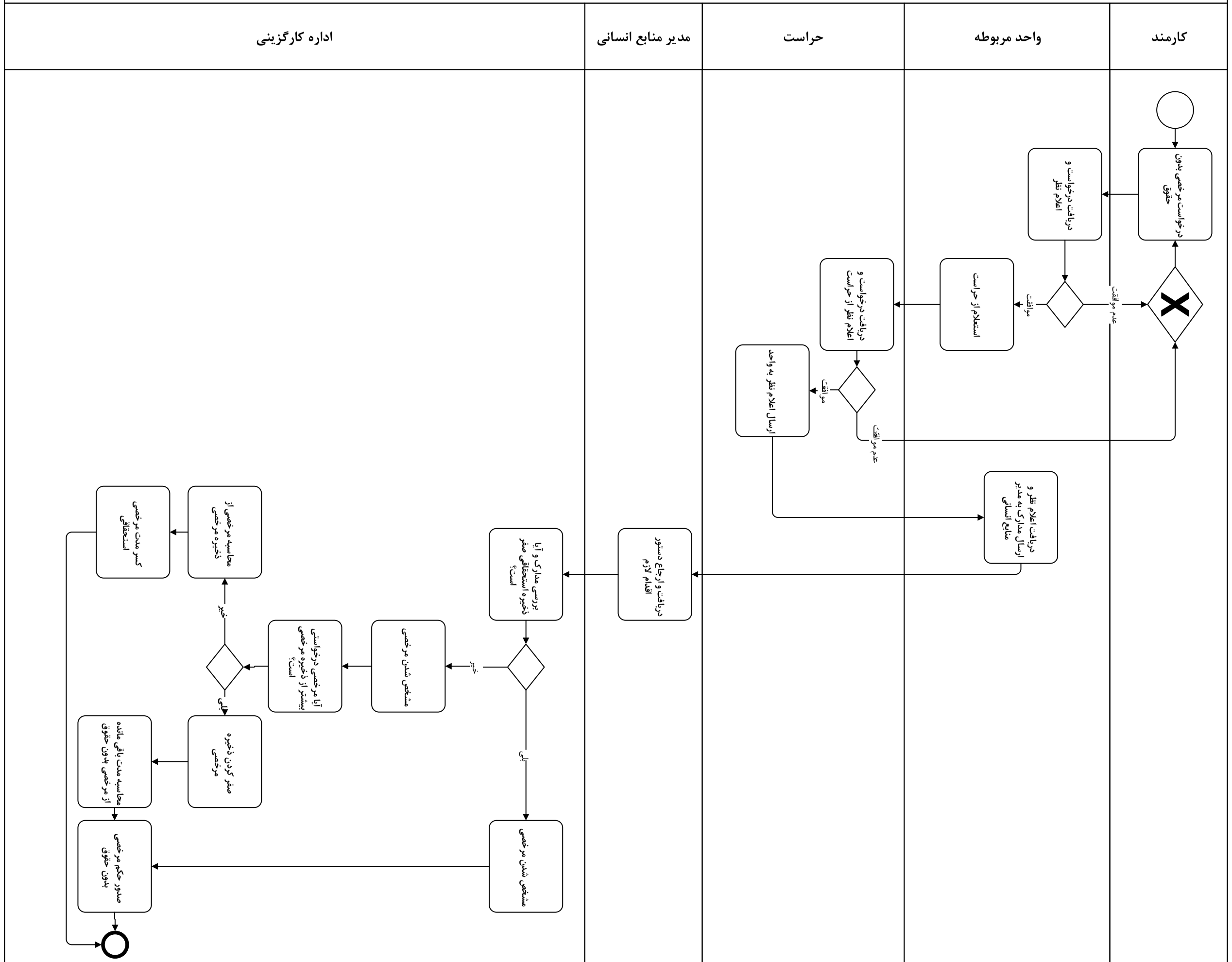فرآیند مرخصی بدون حقوق