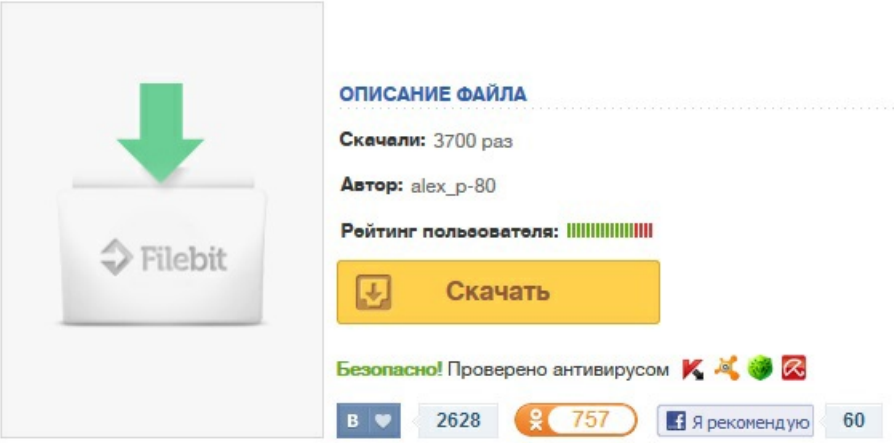бланк приказа на отпуск украина