**Use Cases**

**Employee Leave Module**

<<extends>> <<extends>>

<<includes>>

Employee

Head

**Use Case Documentation**

**Description:**

An Institute based web application that allows Employees/Head to apply or (sanction/deny/forward) for various kinds of leaves respectively.

**Actors:**

Employees

Head

**Use Cases:**

UC1 Apply for leave

UC2 Check Leave balance

UC3 Check Leave status

UC4 Process Leave

**UC1 Apply for Leave**

**Pre-Condition:**

1. The employee/Head is an authorized member of the Institute. (i.e He/She must have a login account).

**Main Flow:**

1. The employee/Head click on the menu icon for ‘apply for leave’.
2. System will display the leave form on the screen.
3. Employee/Head will fill the displayed form [E1].
4. Employee/Head submit the form by clicking on the ‘submit’ button [E2].
5. The system acknowledges the requests[E3-E4].

**Alternate/exception flow:**

E1. If the employee/Head does not fill the form, the form cannot be submitted (as some fields are required to be filled).

E2. If the employee/Head cancels the form, it will not be submitted and will go back to the home page.

E3. If the employee/Head leave credits (balance) exceeds the maximum for the possible leaves,the form will not be submitted and thus the system would not acknowledge

E4. If there is a network error, the system will not acknowledge.

**Sub flow:**

None

**UC2 Check leave Balance**

**Pre-Condition:**

1. The employee/Head is an authorized member of the Institute. (i.e He/She must have a login account).

**Main Flow:**

1. The employee/Head click on the menu icon for ‘Check Leave Balance’.
2. System displays the number of remaining leaves (Casual/Restricted/Special Casual/Committed/Vacation/Earned) the Employee/Head can apply for.

**Alternate/exception flow:**

None

**Sub flow:**

None

**UC3 Check leave Status**

**Pre-Condition:**

1. The employee/Head is an authorized member of the Institute. (i.e He/She must have a login account).

**Main Flow:**

1. The employee/Head click on the menu icon for ‘Check Leave Status’.
2. System will display the status of the requested leave (sanctioned/denied/forwarded/in process) [E1].

**Alternate/exception flow:**

E1. If the Employee/Head did not apply for any leave, the status will not be displayed..

**Sub flow:**

None

**UC4 Process Leave**

**Pre-Condition:**

1. The employee/Head is an authorized member of the Institute. (i.e He/She must have a login account).

**Main Flow:**

1. The employee/Head click on the menu icon for ‘Process Leave’
2. System will display the list of Leave Application Requests sent by the Employees.
3. The Head will select the Leave Application for processing.
4. The system will display the Information of the Leave.
5. The Head will sanction/deny/forward the Leave as per the requirement.

**Alternate/exception flow:**

None

**Sub flow:**

1. The Leave Status of an Employee will be updated accordingly.
2. The Leave Credits/Balance will be updated accordingly.