Leave Management System

Context

Employees raise leave requests. Manager approves/rejects. HR can override (approve/reject/cancel) and edit balances. Employees should never see or act on others' requests. Audit logs must track every action.
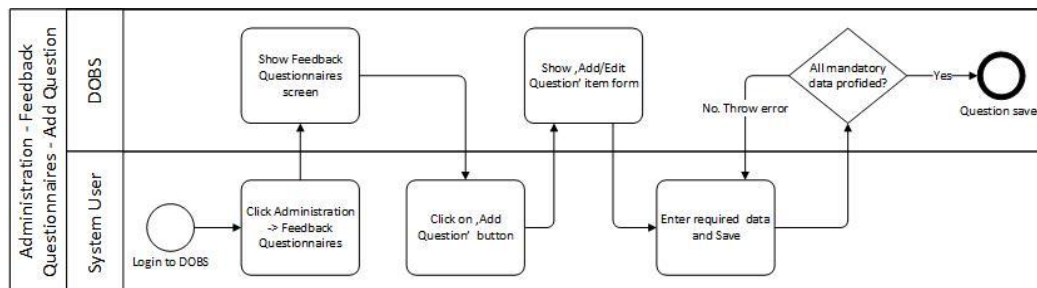
Key Workflow

1. Employee submits leave (type, start/end dates, reason, attachment).

2. Manager gets notification → Approve/Reject with mandatory comment on rejection.

3. HR can: override decision, adjust balance, cancel leave post-approval.

4. Leave balance auto-deducts on approval; returns on rejection/cancellation.

5. Email notifications to employee & manager on each status change.

Validations

- Mandatory fields: leave type, start date, end date, reason (>10 chars).

- Cannot apply leave in the past (except HR back-dating).

- Half-day rule allowed only for Sick/Casual leave.

- No overlapping dates with existing approved or pending leaves.

- Rejection comment mandatory for Manager/HR.

- Only HR can edit leave balance.

Feedback Questionnaires

As System User with relevant permissions, I wish to see manageable feedback questionnaires in Administration section. To do so I click on the 'Administration' button and choose 'Feedback Questionnaires' from expanded list.

On the screen, there are some filters by which I can sort the grid. Those are:

- Is Active - drop-down with following values:
    - All
    - Active
    - Inactive
- Question Type - drop-down with following values
    - All
    - Closed - 1-10 satisfaction range
    - Open - free text field
- Feedback Against - drop-down with following values:
    - All
    - Day Opportunity
    - Service User
    - Provider

On the top right-hand corner of the page there is 'Add Question' button that allows me to add new feedback question into the system. And below there is a grid with currently exiting list of Feedback Questionnaires with following information provided:

- Is Active checkbox
- Question
- Question type
- Feedback Against
- Manage column with:
    - Edit - little pen icon that represents functionality that allows to edit Question details
    - Deactivate/Activate - indeterminate/checked checkbox that allows to activate/deactivate Question

Results are listed 10 items per page.