1. General Leave Inquiries

These questions cover basic information about leave types and general availability.

- **Q:** "What types of leave are available for faculty?"
  - **A:** "Faculty members are eligible for various types of leave, including Sick Leave, Vacation Leave, Study Leave, Maternity/Paternity Leave, and Bereavement Leave. Specific policies apply to each."
- **Q:** "Can I take a half-day leave?"
  - **A:** "Yes, half-day leaves are generally permitted for Sick Leave and Vacation Leave, subject to departmental approval and operational needs. Please specify if it's for the morning or afternoon when applying."
- **Q:** "What's the maximum number of days I can take for vacation leave?"
  - **A:** "The maximum continuous vacation leave allowed is usually [X] days, but your total accrued vacation leave balance determines how many days you can take in a year. Please refer to the Vacation Leave Policy for full details."
- **Q:** "Is there a specific time of year when I can't take leave?"
  - **A:** "Leave requests may be restricted during critical periods such as examination weeks, student registration, or major university events, unless it's an emergency or sick leave. Please check with your department head for specific blackout dates."

2. Applying for Leave

Questions related to the process of submitting a leave request.

- **Q:** "How do I apply for leave?"
  - **A:** "You can apply for leave directly through this chatbot by saying 'Apply for leave' or by navigating to the 'Leave Application' section in the dashboard. You'll need to specify the type of leave, dates, and reason."
- **Q:** "What information do I need to provide when applying for sick leave?"
  - **A:** "For sick leave, you'll need to provide the start and end dates, and a brief reason. For leaves exceeding [X] days, a medical certificate may be required. The chatbot will guide you through the necessary fields."
- **Q:** "Can I apply for leave for a future date?"
  - **A:** "Yes, you can apply for leave for any future date. It's recommended to submit vacation and study leave requests well in advance, typically at least [X] days prior to the start date, to allow for approval."
- **Q:** "How do I cancel a submitted leave request?"
  - **A:** "To cancel a leave request, please go to the 'My Leave Requests' section on the dashboard and select the request you wish to cancel. If it's already approved, you might need to contact your department head or HR directly."

3. Leave Status & Balance

Queries about the current state of a faculty member's leave.

- **Q:** "What is the status of my vacation leave request for July 15th to July 20th?"
    - **A:** "Your vacation leave request for July 15th to July 20th is currently **Pending Approval** from your department head. You will receive a notification once a decision is made." (Dynamic data)
- **Q:** "How many sick leave days do I have left?"
    - **A:** "As of today, you have **[X] sick leave days** remaining for the current academic year." (Dynamic data)
- **Q:** "When will my leave balance be updated?"
    - **A:** "Your leave balance is typically updated at the beginning of each month or after a leave request has been processed and approved. For specific accrual details, please refer to the Leave Policy."
- **Q:** "Has my study leave application been approved?"
    - **A:** "Your study leave application submitted on [Date] for the period [Start Date] to [End Date] has been **Approved**. You should have received an email notification." (Dynamic data)

4. Leave Policies & Rules

Questions seeking clarification on university leave policies.

- **Q:** "What is the policy for maternity leave?"
    - **A:** "The Maternity Leave Policy grants [X] days of paid leave for eligible faculty members. It requires a medical certificate and application [X] weeks prior to the expected delivery date. Please see the full policy document for detailed eligibility and application procedures."
- **Q:** "Can I carry over unused vacation leave days to the next year?"
    - **A:** "Yes, you can carry over a maximum of [X] unused vacation leave days to the next academic year. Any days exceeding this limit will be forfeited. Please refer to the Vacation Leave Policy for more details."
- **Q:** "What happens if I need to extend my sick leave?"
    - **A:** "If you need to extend your sick leave, you must notify your department head and HR as soon as possible, ideally before your current leave ends. A new medical certificate may be required, and a new leave extension request must be submitted."
- **Q:** "Is bereavement leave paid?"
    - **A:** "Yes, Bereavement Leave is a paid leave, typically for [X] days, granted in the event of the death of an immediate family member. Please refer to the Bereavement Leave Policy for definitions of immediate family and application procedures."

5. HR-Related Questions (Beyond Leave)

Broader HR questions that a faculty member might ask.

- **Q:** "How do I update my personal contact information?"

- ○ **A:** "You can update your personal contact information (address, phone number, emergency contact) through the 'My Profile' section in the HR portal. If you encounter any issues, please contact the HR department directly."
- **Q:** "Where can I find my payslip?"
  - ○ **A:** "Your payslips are accessible through the online HR portal under the 'Payroll' or 'My Documents' section. They are usually uploaded by the [X]th of each month."
- **Q:** "Who is my HR representative?"
  - ○ **A:** "Your HR representative is typically assigned based on your department. Please provide your department, and I can try to find their contact information for you, or you can check the HR directory on the intranet."
- **Q:** "How do I request a letter of employment?"
  - ○ **A:** "You can request a letter of employment by submitting a request through the HR portal's 'Document Request' section, or by sending an email to [HR Email Address], specifying the purpose of the letter."

6. Chatbot Meta-Questions

Questions about the chatbot itself.

- **Q:** "What can you do?"
  - ○ **A:** "I am an AI chatbot designed to assist faculty with their leave inquiries, application processes, and general HR questions. I can help you check leave balances, apply for leave, understand policies, and more."
- **Q:** "Who are you?"
  - ○ **A:** "I am the Faculty Leave and HR Assistant Chatbot, here to provide quick and easy access to information and services related to your employment at the university."