*Use case name* TimeOffRequest

*Participating* Initiated by Employee

*Actors*

*Flow of events* 1. The “TimeOffRequest” function is activated when an employee selects logs into the system.

**2. ESS presents the Time Off Request form for the employee to select a date to request time off.**

3. The employee select a date, time and a reason per request.

**4. ESS receives the form and process the employees name, request date, request time, and request reason.**

**5. ESS populates the appropriate employee and supervisor time off request queues.**

*Entry Condition*

*Exit Condition* The employee’s time off request is reflected in the appropriate employee and supervisor queues.

*Security*

*requirements*