

# **Leave Approval Management**

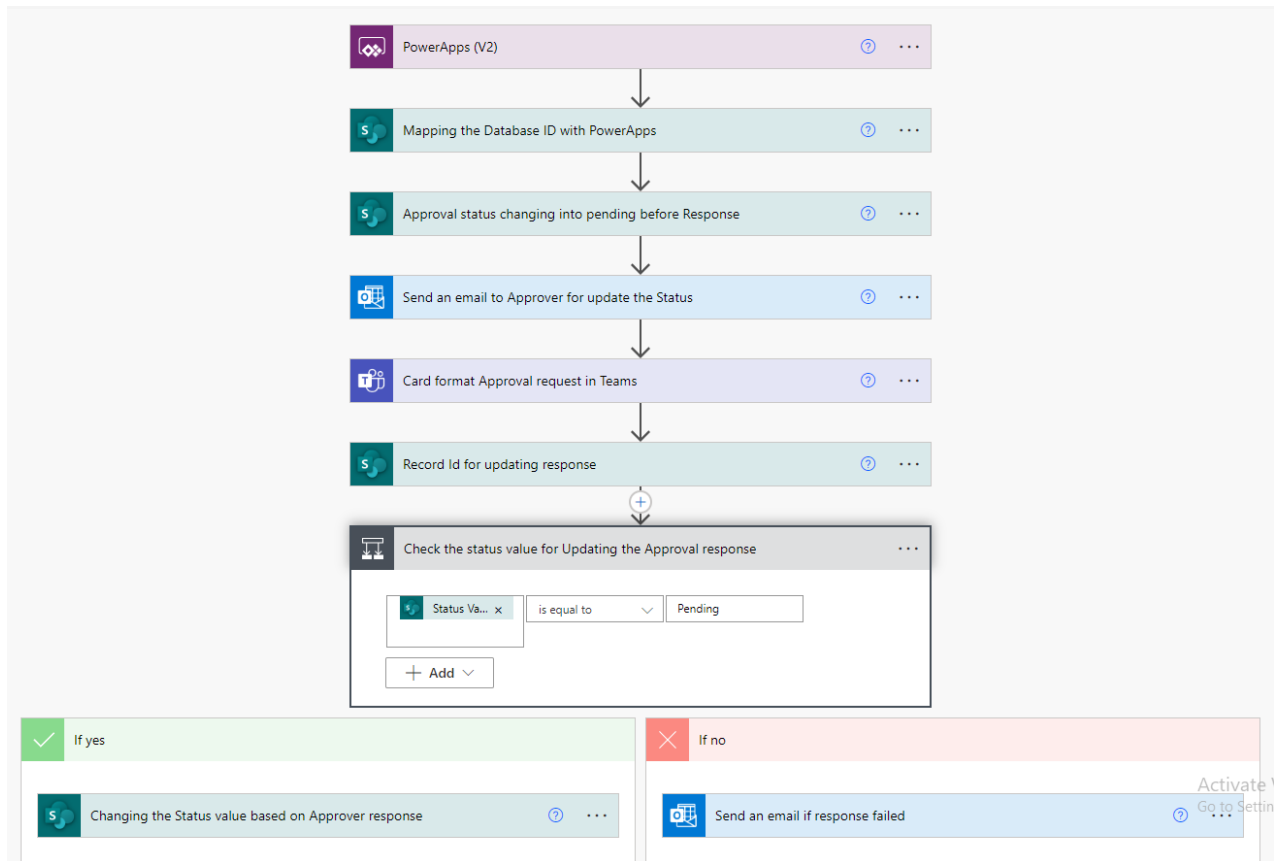
## **Project Description:**

Whenever an employee applies for leave based on their available leaves, it needs to be routed to their manager's approval process. Once it is approved, employees can take avail of the leave or its not availed.

## **Skills and deliverables:**

- Microsoft Power Automate
- Microsoft SharePoint
- Microsoft PowerApps

## Workflow Automation



## Project Solution:

The Flow starts, when a leave application is created, it triggered the flow, then it will be mapping the Database ID with PowerApps. The flow continues to change the status into pending before response. Then send an email to the respective people who have to respond, and also the card format approval request sends in Teams. The Respondents can use both Email and Teams to respond. Then get a record ID for updating the status and check the status value for updating. The status value is already in pending, then change it based on the response.

Below are the features that are covered out of this automation.

- A flow can be created that automatically sends an email and card format request in teams to the approver, when a leave request is submitted.
- A flow can be created that sends an email notification to the employee when their leave request has been approved or rejected.
- It can be updated with a SharePoint list with the status of each leave request.