

## **Employee Time-Off Management System - Requirements**

### **1. User Authentication:**

- Must integrate with corporate LDAP for user login and role management.

### **2. Time-Off Requests:**

- Employees can submit vacation, sick leave, and other leave requests.
- Requests must include start/end dates, leave type, and comments.

### **3. Approval Workflow:**

- Managers receive notifications of pending requests.
- Managers can approve or deny requests with comments.

### **4. Reporting:**

- Monthly reports on leave usage by department.
- Exportable to CSV and PDF formats.

### **5. Security:**

- All sensitive data must be encrypted at rest and in transit.
- Application must comply with corporate security policies.