

Hospital leaves Reservation

Phase #1 of the Group Project

We will design a database system for leave reservation in King Abdulaziz naval base hospital. The employee faces difficulties due to requesting their vacations manually, through the papers.

Structure and the requirement

The disadvantages of paperwork that each employee needs to disappear from his workstation to sign his vacation papers from different administrations. It is also possible that the paper requests will be lost or missed; delay of vacation could happen because the administrations are very busy, miss calculation or date mistakes in addition to the difficult arrangement of the vacations. Each employee has different leave days; it created the main issue in calculating leave requests. The structure of our system will be the following:

- The hospital is organized into DEPARTMENTS. Each DEPARTMENT has a Name, unique Department number and an employee who manages the department.
- Each DEPARTMENT keeps track of its employees Vacation days.
- EMPLOYEE requests a VACATION and it keeps track of Starting days, Place of vacation.
- Each EMPLOYEE has a Name, unique Employee number, unique ID or Iqama, Salary, Sex, Ssn, Birth Date, Address, Rank, Job position, Contact number, Type, and works for a DEPARTMENT.
- DEPARTMENTS control the VACATION.
- A VACATION has Types and Number of days.

	Saudi employee	Military employee.	MSD Civilian employee.	Contracted civilian employee	Non Saudi	Contracted employee
Annual leave.	→	45	36	30	→	30
Emergency leave.		10	5	10		10
national day leave.		1	1	1		1
Eid Alfitr leave.		11	11	11		4
Eid Aladhha leave.		11	11	11		4
Casual leave.		10	0	0		0
leave in Leo for overtime working.		0	1 hr = 1hr	1hr = 1.5hr		1hr = 1.5hr

Operations

The hospital has different categories of employee and different types of vacation for each category. So, we decided to design this system to solve these problems by design, construct, and maintain a database that will include all these categories and types.

The system contains registration of employees with their data and registration of vacations with their types, vacation requests. The system will have the ability to add and remove employees or modify remaining days and request status or update vacation lists. Employees can send leave requests and the head of each department can give a quick approval or disapproval.

The hospital does not have an appropriate system containing all these features therefore, this system was the best solution.

Constraints

- The employee should not take more vacations than the required number.
- The application must be sent before the desired vacation date.
- The head of the departments is the only one who can accept or reject the request.
- An employee can only take types of leave according to his category.
- Only heads of the departments are allowed to modify the data.
- The employee cannot send the request until he has filled out the form and wrote the reason for the leave request.