**Vision**

-Provide employees with a simple way to manage their own vacation, sick leave, and ---personal leave.

-Reduce the workload of HR and managers.

-Speed up the leave request process.

-System must be easy to use, intuitive, and accessible.

**Functional Requirements**

-The system validates leave requests using internal business rules.

-Supports optional manager approval.

-Allows employees to:

-View requests from the past 12 months.

-Submit new requests up to 18 months in the future.

-Sends email notifications:

-To managers (for approval).

-To employees (for status updates).

-Uses existing hardware and software (no new infrastructure).

-Works through the company’s intranet portal.

-Supports Single Sign-On (SSO) for authentication.

-Keeps logs of all system activity.

-HR/Admin can override requests (with logging).

-Managers can award additional leave time within system limits.

-Can connect with other internal systems via web service.

-Retrieves employee data from legacy HR systems.

**Non-Functional Requirements**

-Web-based interface accessible from modern browsers.

-Easy and user-friendly UI.

-Secure login and protected data access.

-Scalable system that supports many users at once.

-Fast response and smooth performance

**Constraints**

-Employees can only request leave:

-Up to 18 months ahead

-For past 12 months

-Approved requests may not be canceled unless rules allow.

-Manager/HR actions are limited by role and must be logged.

-No new servers/hardware should be required.