Time Off Requests Approval

Pre-requisite:

Create two lists "Time Off Requests" and "SharedCalendar" (using Calendar list type) based on the information provided below.

Time Off Requests			SharedCalendar	
Field Name	Field Type		Field Name	Field Type
Employee Name	Person Or Group		TimeOffReqID	Single Line of Text
OOFStartDate	Date			
OOFEndDate	Date			
Request Status	Choice	New (Set this as default value) Change Cancel		
Type Of Leave	Choice	Vacation Sick Floating Time off without pay		
Employee Comments	Single line of text			

Business Process:

New Leave Requests:

1. User submits the leave requests to "Time Off Requests"
2. All the "New" leave requests should be approved by the submitter manager.
3. Upon approval, a notification should be sent to the user who submitted the request and the user's manager about the approval. In addition to this, an OOF entry should be added to the SharedCalendar for the dates during which the user is going to be OOF.
4. Upon rejection, a notification should be sent to the user who submitted the request and the user's manager about the rejection.
5. When no action is taken by the manager for the request submitted in 7 days, a Time off request expiration notification should be sent to the user who submitted the request and the user's manager. The notification email should include the link to the original request submitted by the user.

Change Requests:

6. If the user would like to change the dates for an approved Time off request, user makes appropriate changes to the original request submitted to Time Off Requests list.
7. All the changes should be approved by the submitter manager.
8. Upon approval, a notification should be sent to the user who submitted the request and the user's manager about the approval. In addition to this, the existing OOF entry in the SharedCalendar should be modified to reflect the new OOF dates.

9. Upon rejection, a notification should be sent to the user who submitted the request and the user's manager about the rejection.
10. When no action is taken by the manager for the request submitted in 7 days, a Time off request expiration notification should be sent to the user who submitted the request and the user's manager. The notification email should include the link to the original request submitted by the user.

Cancel Requests:

11. If the user would like to cancel the dates for an approved Time off request, user must update the existing request in Time Off Requests list by updating the Request Status to Cancel.
12. There is no manager approval needed for user requesting leave cancellation.
13. A notification should be sent to the user and the user's manager about the leave cancellation.
14. The OOF entry in the Teams Calendar should be deleted accordingly.