Configurable Elements Analysis for Leave Management System

Feature / Field / Column Name	Current Behavior	Possible Future Change	Recommendation to Make It Configurable	Priority
Leave Types	Fixed types per region (India: CL, PL, etc.; USA: PTO, etc.)	Clients may have custom leave types	Store in DB with admin UI to manage types	High
Leave Calendar	Jan–Dec calendar year	Fiscal year or custom calendar	Admin panel or JSON config	Medium
Monthly Leave Accrual	1 CL and 1 PL on 1st of each month	Different accrual rates or dates	DB-driven rules with scheduler	High
Joining-Based Leave Allocation	Full day if joined before 15th, else 0.5 day	Custom rules based on probation/designation	Rule engine or JSON config	Medium
Carry-Forward Rules	CL expires, PL max 30 carried forward	Varying limits or expiry logic	DB-driven with rule-based config	High
Maternity/Paternity Leave Eligibility	Only for married employees	Gender-neutral or region-specific policies	Config table with eligibility flags	High
Leave Request Flow	Employee → Manager → HR	Additional levels or parallel approvals	Workflow engine or approval matrix	High
Comp Off Approval Flow	Employee → L1 → L2 → HR	Varies by department or region	Configurable hierarchy per leave type	High
Email Notifications	Fixed templates with CC to HR/Manager	Custom templates, channels, recipients	Template engine with admin-configurable rules	Medium
Holiday List	Static list per region	Dynamic or client-specific holidays	Admin UI to manage holidays	High
Leave Duration	Full Day / Half Day	Quarter-day, hourly leaves	Extend options via config table	Medium
Leave Balance Visibility	Shown during application	Role-based visibility	Role-based toggle in config	Low
Comp Off Eligibility	Based on hours worked on weekends/holidays	Different thresholds or eligible days	Rule engine with time tracking	Medium

Comp Off Expiry	3 months from approval	Custom expiry durations	Configurable expiry logic in DB	High
Dashboard Widgets	Fixed widgets	Custom dashboards per role	Widget config via JSON or admin UI	Medium
Reports	Fixed filters and columns	Custom formats and exports	Report builder with field selection UI	Medium
Leave Balance Calculation	Accrual-based, year-wise	Prorated, tenure/designation-based	Rule engine with dynamic formula	High
Mandatory Fields in Application	All fields mandatory	Optional fields per leave type	Field-level config with validation rules	Medium
Bulk Actions (Approval)	Available for managers/admins	Role-based restrictions or audit logs	Role-based access control with audit trail	Medium
Team Calendar Overlap Check	Shows overlapping leaves	Integration with external calendars	Toggle for overlap check, calendar sync config	Low

Summary: Key Areas to Design as Configurable

To ensure flexibility and scalability across clients, the following areas should be configurable from the start:

1. Leave Types and Policies
2. Accrual and Carry-Forward Rules
3. Approval Workflows
4. Holiday Calendars
5. Eligibility Rules (e.g., Maternity/Paternity)
6. Notification Templates and Channels
7. Comp Off Rules and Expiry
8. Dashboard and Reporting
9. Field Validations and Visibility
10. Leave Duration Granularity