

SOFTWARE REQUIREMENTS SPECIFICATION

FOR

EMPLOYEE LEAVE MANAGEMENT SYSTEM

PREPARED BY-

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1.Introduction

1.1 Purpose

The purpose of this document is to provide a detailed description of the requirements for the Employee Leave Management System. This document is intended for developers, project managers, and stakeholders involved in the development and implementation of the system.

1.2 Scope

The Employee Leave Management System is designed to automate and streamline the leave request and approval process within an organization. It includes features for employees to request leave, managers to approve or deny leave requests, and administrators to manage leave policies and generate reports.

1.3 Definitions, Acronyms and Abbreviations

SRS – Software Requirements Specification

EMS – Employee Leave Management System

HR – Human Resources

2. System Overview

2.1 System Description

The Employee Leave Management System will be a web-based application that allows employees to submit leave requests, managers to review and approve/deny requests, and administrators to configure system settings.

2.2 System Features

2.2.1 Employee Features

- **Leave Request Submission** : Employees should be able to submit leave requests with details such as start date, end date, type of leaves (eg., vacation, sick leave), and any additional comments.
- **Leave Request History** : Employees should be able to view a history of their past leave requests and their current leave balances.
- **Notification** : Employees should receive notification on the status of their leave requests.

2.2.2 Manager Features

- **Leave Request Approval** : Managers should be able to review and approve or deny leave requests submitted by their team members.
- **Leave Calendar** : Managers should have access to a calendar view displaying the leave schedule for their team.
- **Notification** : Managers should receive notification for pending leave requests.

2.2.3 Administrator Features

- **Leave Policy Configuration** : Administrators should be able to configure leave policies,including accrual rates,maximum leave balances, and allowable leave types.
- **User Management** : Administrator should be able to add, modify,or deactivate user accounts.
- **Reporting** : The system should provide administrator with the ability to generate reports on leave usuage,trends,and other relevant metrics.

3.Functional Requirements

3.1 User Authentication

The system must support secure user authentication for employees,managers,and administrators.

3.2 Leave Request Workflow

3.2.1 Employee Submission

- The system should allow receive notification for pending leave requests.
- Employees must provide information such as leave type ,start date,end date,and comments.

3.2.2 Manager Approval

- Managers should receive notifications for pending leave requests.
- Managers should be able to approve or deny leave requests.

3.3 Leave Policy Management

- Administrators should be able to configure leave policies.
- Leave policies must include accrual rates ,maximum balances,and allowable leave types.

3.4 Reporting

- The system should provide administrators with the ability to generate leave-reported reports.
- Reports should cover leave balances,usage trends,and other relevant metrics.

4. Non-functional Requirements

4.1 Performance

- The system should be able to handle concurrent user requests without significant performance degradation.

4.2 Security

- User authentication and data transmission must be secured using industry-standard encryption methods.
- Access to sensitive information should be restricted based on user rules.

4.3 Usability

- The user interface should be intuitive and user-friendly.
- Training materials and documentation should be provided for users.

5.Constraints

- The system must be compatible with modern web browsers (eg.,Chrome,firefox,safari).
- The development must adhere to the organization's coding and security standards.

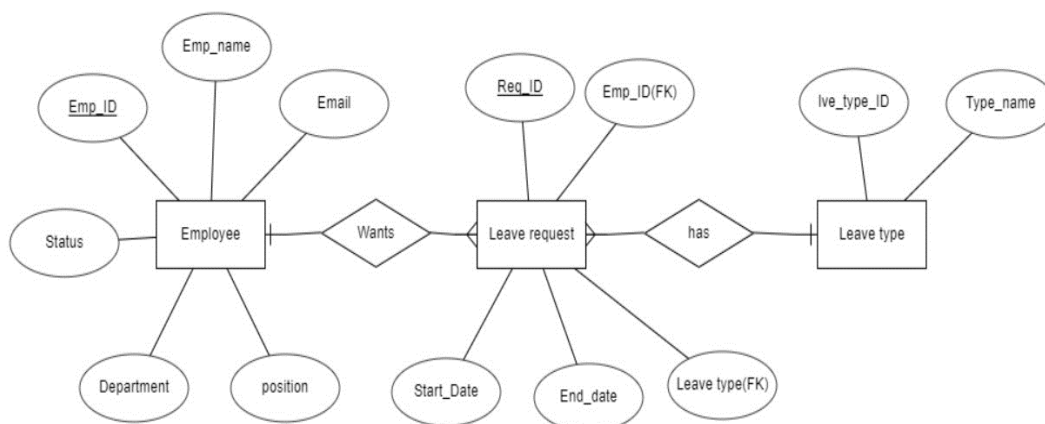
6.Assumptions and Dependencies

- The system assumes a reliable internet connection for users to access the application.
- The development process depends on timely availability of resources,including development and testing environments.

7.Sign-off

- The undersigned stakeholders acknowledge that they have reviewed and agree with the contents of this Software Requirements Specification.

8.ER Diagram



9. Class Diagram

Class diagram for Employee Leave Management System,

