**Features**

Admin Side

* **Secure Login/Logout (Done)**
* **Dashboard**
* **Manage Department List (Done)**
* **Manage Designation List (Done)**
* **Manage List of Leave Types**
* **Manage Employee List (Done)**
* **Manage Employee's Leave Privilege**
* **Manage Leave Applications**
* **Manage User List**
* **Update Leave Application's Status**
* **Print Employees Leave Records**
* **Generate Leave Application Report**
* **Manage System Settings**
* **Manage Account Credentials**

Staff Side

* **Secure Login/Logout**
* **Dashboard**
* **Manage Employee List**
* **Manage Employee's Leave Privilege**
* **Manage Leave Applications**
* **Update Leave Application's Status**
* **Print Employees Leave Records**
* **Generate Leave Application Report**
* **Manage System Settings**
* **Manage Account Credentials**

Employees Side

* **Secure Login/Logout**
* **Dashboard**
* **View Leave Records**
* **Print Leave Records**
* **Create Leave Application**
* **Manage Leave Application**
* **Manage Account Credentials**

<https://docs.samarth.ac.in/docs/employee-services/leave-management-system/>

<https://www.webslesson.info/2025/01/employee-leave-management-system-in-php-using-mysql.html>

<https://conciergeaso.amebaownd.com/posts/54764884/>

<https://www.surfsidemedia.in/post/database-schema-for-employee-leave-management-system>

<https://updategadh.com/java-project/human-resource-management-system/>

We will have following function / tables to manage leave module.

Masters:

Leave Type : Casual (10), Sick (10), Privilege (30) for one calendar year. We will not provide any CRUD operation for this now.

Periodical function: To update the granted leaves for every employee.

If person works for 30 days, (s)he earns 1 casual leave.

For permanent employees, we add 10 sick leaves and 30 privilege leaves on 1-Jan of every year.

Transaction:

Leave application:

Application ID

Application Date

Leave Type: (Casual, Sick, Privilege, Maternity, Paternity)

Leave From Date:

Leave To Date:

One day leave: Full / Half

For Sick leave : Medical report upload (Optional)

Application Status : (Pending, Approved, Rejected)

Application Remarks: Multiline text box

User should be allowed to apply for leaves. User can also withdraw the leave application of “Pending” status. In case of approved leaves, approving authority can cancel the leave applications in next 7 days from the date of leave application date. On the User dashboard, there will be “Leave” CTA button. User should click on this button to see all leave application made so far. On the same page, on top right corner, we will display count of available leaves of all types.

There will be another table to hold the availability of leaves of different types for each employee. We call it “mstemployeeleave”. Structure of this table would be Employee ID (OuserID), Casual, Sick, Privilege, Maternity.