**Employee Leave SRS**

1. **Introduction:**
   1. **Purpose of this document:**

This system is about employee leave management. This system has the features to raise request about the employee’s leave. Employees can submit requests for leave for a reason with the necessary information and documents. After raising a request admin can check and can approve or reject the request.

* 1. **Scope of this document:**
* Upload all documents - \*Application \*Doctor’s Prescription document (Attachment-jpg,jpeg,png,pdf)
* Request can be raised by employee self.
* Employee can raise leave request reasoning sickness, sickness of a family member, death of a family member, or any other particular reason. Employees can raise leave request for long term or short term or one day.
* Policy and FAQ need to be displayed.
* Admin will approve or reject a request with a comment.
* Employee will get an email notification email when the admin approves or rejects a request.
* Admin and report owner can extract reports with date range and status.

Notification: Basic notification

1. Employee submitted > Admin will get email notification
2. Request approved/rejected > Employee will get email Notification
   1. **Overview:**

This product is about Employee Leave Management application which can be accessed through web, android and iOS. Only specific employees have the access of this module can claim for children educational benefit.

1. **General Description:**

Employee who has access to Employee Leave Management application and also have specific reason of leave and also have proper documents as like- doctor’s prescription can claim for employee leave. Through this system one employee can raise only one leave request at a time.

1. **Functional Requirements:**
   1. An employee can claim request for leave and need to submit essential information for that.
   2. Employee can’t claim request twice.
   3. Admin will get all notifications through email of the requests for leave.
   4. Admin can approve or reject any request for leave.
   5. Admin can view all requests for leave also can search.
2. **Interface Requirements:**

A simple form for leave application needs to be there for submission.

* Employee ID No (auto generated)
* Employee Name (auto generated)
* Employee Mobile No (auto generated)
* Leave starts from
* Comments
* Leave Application; Attachment- JPG/PDF, 5MB
* Doctor’s Prescription; Attachment- JPG/PDF-5MB

1. **Performance Requirements:**

Performance Requirement define acceptable response time for system functionality.

* The load time for user interface screen should no longer than two seconds.
* The log information should be verified within 5 seconds.
* Queries shall results within 5 seconds.
* The system shall consume very little of primary memory.

1. **Design Constraints:**

**Diagram

Description automatically generated**

Figure: Use-Case Diagram

Diagram, schematic

Description automatically generated

Figure: Sequence Diagram.

1. **Non-Functional Attributes:**
   1. Employee must be eligible for Employee Leave Management system.
   2. An employee can claim once for Leave.
   3. System should be reliable.
   4. System should available for 24\*7.
   5. Security should be maintained.
   6. Information and data flow should be accurate.
2. **Preliminary Schedule and Budget:**
3. **Appendices:**