

User Stories – Employee Leave & Attendance Management System

Prepared By: Himanshu Shukla

User Story Format

As a [user type], I want to [function] so that [business value].

US01 – Apply for Leave

As an employee, I want to submit a leave request so that I can take time off with approval.

Acceptance Criteria

Given the employee is logged in

When they submit a leave request with mandatory details (dates, type, reason)

Then the system should save the request with status “**Pending Approval**”

And notify the reporting manager about the request

US02 – View Leave Balance

As an employee, I want to view my remaining leave balance so that I can plan my leave properly.

Acceptance Criteria

Given the employee is logged in

When they open the Leave Balance page

Then the system should display total, used, and remaining leaves accurately

US03 – Cancel Leave Request

As an employee, I want to cancel a submitted or approved leave so that I can update my availability.

Acceptance Criteria

Given the employee has a leave already submitted

When they click the Cancel Leave button

Then the system should update the leave status to “**Cancelled**”

And notify the manager about the cancellation

US04 – Track Leave Status

As an employee, I want to track the status of my leave requests so that I stay informed about approvals or rejections.

Acceptance Criteria

Given the employee opens the Leave Status page

When they view the list of past requests

Then the system should show status as Pending / Approved / Rejected / Cancelled

US05 – View Attendance Log

As an employee, I want to view my monthly attendance history so that I can verify my working days.

Acceptance Criteria

Given the employee is logged in

When they open Attendance Log

Then the system should display dates, presence status, and total working days

US06 – Approve or Reject Leave

As a manager, I want to approve or reject leave requests so that team workload can be managed.

Acceptance Criteria

Given the manager has pending approvals

When they review a leave request and take action

Then the system should update status to **Approved/Rejected**

And notify the employee

US07 – View Team Leave Calendar

As a manager, I want to view my team's leave schedule so that I can plan resource allocation.

Acceptance Criteria

Given the manager opens the Team Calendar

When the calendar loads

Then leaves of all team members must be visible by date and type

US08 – Receive Leave Notifications (Manager)

As a manager, I want to receive immediate notifications when a leave request is submitted so that I can act without delay.

Acceptance Criteria

Given an employee submits leave

When the request is saved

Then the system should trigger a notification to the reporting manager

US09 – Receive Leave Notifications (Employee)

As an employee, I want to receive notifications when my leave request is approved or rejected so that I remain updated.

Acceptance Criteria

Given the manager takes action on a leave request

When leave is approved or rejected

Then the system must notify the employee instantly

US10 – Manage Leave Policies

As HR, I want to add and modify leave rules so that the system follows current organizational leave policies.

Acceptance Criteria

Given HR is logged in
When they update policies
Then the changes must reflect for all employees based on role/grade

US11 – Manage Leave Types

As HR, I want to add or edit leave types (Sick, Casual, Paid, Unpaid) so that leave categories remain configurable.

Acceptance Criteria

Given HR is logged in
When they add or modify leave types
Then the system should update the types and apply across the system

US12 – Monthly Leave & Attendance Report

As HR, I want to download the monthly leave and attendance report so that payroll processing becomes easier.

Acceptance Criteria

Given HR is logged in
When they select a month and export data
Then the system should generate a report in Excel/PDF format

US13 – Employee Master Data Management

As HR, I want to upload and update employee details so that leave allocation remains accurate.

Acceptance Criteria

Given HR uploads/uploads employee records
When the upload is processed
Then the system should reflect updated master data for leave balance

US14 – Attendance Sync

As an IT administrator, I want daily attendance to sync automatically so that absence and presence records remain accurate.

Acceptance Criteria

Given the attendance file/integration is available
When the system syncs attendance
Then the system should update attendance logs without errors

US15 – Audit Trail

As leadership, I want to view audit logs of changes to leave records so that compliance and traceability are ensured.

Acceptance Criteria

Given leadership opens the Audit Log section
When the page loads
Then the system should display who changed what and when