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| **Use Case: PTO Request** |
| **ID: UC07** |
| **Actors:**  Employee |
| **Preconditions:**   1. The employee is logged into the system. |
| **Flow of Events:**   1. Employee selects “PTO Request” from main menu 2. System opens PTO Request Screen 3. Employee inputs desired date/time for request. 4. System sends generated request to Manager for approval. 5. System forwards “PTO Request” notification to email in database. |
| **Postconditions:**   1. Pending manager approval |
| **Alternative Flow:**   1. Employee can exit dialog without clicking to confirm, which cancels generation of the PTO Request. |
| **Postconditions:** |