SUMMARY				
ID UC-4				
Name	Review Vacation Request (Approval / Rejection)			
Goal	Enable managers, HR, and the General Manager to review, approve, or reject employee vacation requests.			
Actors	Direct Manager, HR, General Manager			
TRIGGERS				
Trigger A vacation request is submitted by an employee and routed for review.				
PRE-CONDITIONS				
PRE-CONDITIONS 1 Employee has submitted a valid vacation request.				
2	System has routed the request to the current reviewer (Manager, HR, or General Manager).			
3	Reviewer has access to the vacation management system (web or mobile).			
BASIC FLOW (MAIN SUCCESS SCENARIO)				
#	Reviewer Action	System Response		
1	Reviewer opens the vacation request from their dashboard or notification link.	System displays request details in read-only mode.		
2	_	System shows Employee Name, Employee ID, Department, Vacation Type, Start Date, End Date, Period, Notes, and Attachments (if any).		
3	Reviewer enters a mandatory reason in the 'Reason for Accept/Reject' textarea.	System validates that input is provided.		
4	Reviewer clicks 'Approve'.	System records approval, updates status,	and routes to the next level (HR or General N	lanager).
5	Reviewer clicks 'Reject'.	System records rejection, updates status to	o 'Rejected', and notifies the employee imme	diately.
6	General Manager approves final request.	System finalizes approval and updates the	employee's vacation balance.	
BUSINESS VALIDATION RULES				
Duly 15			1	
Rule ID	Description		Condition	Message ID
BV-401	Reason for decision is mandatory for all rev	viewers.	Condition reason != null && reason.trim() != "	Message ID MSG-401
	•			_
BV-401	Reason for decision is mandatory for all rev	requests.	reason != null && reason.trim() != " vacationType == 'Sick' →	MSG-401
BV-401 BV-402	Reason for decision is mandatory for all rev Attachments are mandatory for sick leave r	requests. neral Manager approval.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && deci-	MSG-401 MSG-402
BV-401 BV-402 BV-403	Reason for decision is mandatory for all rev Attachments are mandatory for sick leave r Vacation balance is updated only after Gen	requests. neral Manager approval.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days	MSG-401 MSG-402 MSG-403
BV-401 BV-402 BV-403	Reason for decision is mandatory for all rev Attachments are mandatory for sick leave r Vacation balance is updated only after Gen System auto-escalates pending requests a	requests. eral Manager approval. fter 2 days.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days	MSG-401 MSG-402 MSG-403
BV-401 BV-402 BV-403 BV-404	Reason for decision is mandatory for all rev Attachments are mandatory for sick leave r Vacation balance is updated only after Gen	requests. Iteral Manager approval. Iter 2 days. EXCEPTIONS (ERROR (Issue) Reviewer tries to approve/reject without	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS)	MSG-401 MSG-402 MSG-403 MSG-404
BV-401 BV-402 BV-403 BV-404	Reason for decision is mandatory for all rev Attachments are mandatory for sick leave r Vacation balance is updated only after Gen System auto-escalates pending requests a	requests. Iteral Manager approval. fter 2 days. EXCEPTIONS (ERROR of lassue)	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m	MSG-401 MSG-402 MSG-403 MSG-404
BV-401 BV-402 BV-403 BV-404 ID EX-1	Reason for decision is mandatory for all rev Attachments are mandatory for sick leave r Vacation balance is updated only after Gen System auto-escalates pending requests a At Step Step 3	requests. fter 2 days. EXCEPTIONS (ERROR (Issue Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1	Reason for decision is mandatory for all reveal Attachments are mandatory for sick leave of Vacation balance is updated only after General System auto-escalates pending requests a At Step Step 3 Step 2	requests. Iteral Manager approval. EXCEPTIONS (ERROR (Issue Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1	Reason for decision is mandatory for all reveal Attachments are mandatory for sick leave of Vacation balance is updated only after General System auto-escalates pending requests a At Step Step 3 Step 2	requests. fter 2 days. EXCEPTIONS (ERROR of Issue) Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1 EX-2	Reason for decision is mandatory for all reversal Attachments are mandatory for sick leave of the Vacation balance is updated only after General System auto-escalates pending requests at At Step Step 3 Step 2 Step 4	requests. fter 2 days. EXCEPTIONS (ERROR of Issue) Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1 EX-2 EX-3	Reason for decision is mandatory for all reversal Attachments are mandatory for sick leave of Vacation balance is updated only after General System auto-escalates pending requests at At Step Step 3 Step 2 Step 4 Request status updated (Approved, Rejective Attachments are mandatory for all reversal representations are mandatory for sick leave of the second representation and representations are mandatory for sick leave of the second representation and representations are mandatory for sick leave of the second representation and representations are mandatory for sick leave of the second representation and representation are mandatory for sick leave of the second representation and representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory for sick leave of the second representation are mandatory	requests. fter 2 days. EXCEPTIONS (ERROR of Issue Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days. POST-CONDITIONAL POST-COND	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1 EX-2 EX-3	Reason for decision is mandatory for all reversal Attachments are mandatory for sick leave of the Vacation balance is updated only after General System auto-escalates pending requests at At Step Step 3 Step 2 Step 4 Request status updated (Approved, Reject Employee notified of decision outcome.	requests. fter 2 days. EXCEPTIONS (ERROR of Issue) Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days. POST-CONDITION ed, or Escalated).	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1 EX-2 EX-3	Reason for decision is mandatory for all reversal Attachments are mandatory for sick leaver of the Vacation balance is updated only after General System auto-escalates pending requests at At Step Step 3 Step 2 Step 4 Request status updated (Approved, Reject Employee notified of decision outcome. Vacation balance updated upon final approximately and the province of the variable o	requests. fter 2 days. EXCEPTIONS (ERROR of Issue) Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days. POST-CONDITION ed, or Escalated).	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1 EX-2 EX-3	Reason for decision is mandatory for all reversal Attachments are mandatory for sick leaver of the Vacation balance is updated only after General System auto-escalates pending requests at At Step Step 3 Step 2 Step 4 Request status updated (Approved, Reject Employee notified of decision outcome. Vacation balance updated upon final approximately and the province of the variable o	requests. fter 2 days. EXCEPTIONS (ERROR of Issue Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days. POST-CONDITION ed, or Escalated). val by the General Manager. d timestamp for audit purposes.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1 EX-2 EX-3 1 2 3 4	Reason for decision is mandatory for all reversal Attachments are mandatory for sick leaver of the Vacation balance is updated only after General System auto-escalates pending requests at At Step Step 3 Step 2 Step 4 Request status updated (Approved, Reject Employee notified of decision outcome. Vacation balance updated upon final approses System logs reviewer decision, reason, and	requests. fter 2 days. EXCEPTIONS (ERROR of Issue Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days. POST-CONDITI ed, or Escalated). val by the General Manager. d timestamp for audit purposes. NOTES	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1 EX-2 EX-3 1 2 3 4	Reason for decision is mandatory for all reversal Attachments are mandatory for sick leaver of the Vacation balance is updated only after General System auto-escalates pending requests at the Step 3 Step 3 Step 2 Step 4 Request status updated (Approved, Reject Employee notified of decision outcome. Vacation balance updated upon final approsite System logs reviewer decision, reason, and System supports review and decision on both states.	requests. fter 2 days. EXCEPTIONS (ERROR of Issue Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days. POST-CONDITION ed, or Escalated). val by the General Manager. d timestamp for audit purposes. NOTES oth web and mobile platforms.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1 EX-2 EX-3	Reason for decision is mandatory for all reversal Attachments are mandatory for sick leaver of the Vacation balance is updated only after General System auto-escalates pending requests at At Step Step 3 Step 2 Step 4 Request status updated (Approved, Reject Employee notified of decision outcome. Vacation balance updated upon final approximately and the province of the variable o	requests. fter 2 days. EXCEPTIONS (ERROR of Issue Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days. POST-CONDITION ed, or Escalated). val by the General Manager. d timestamp for audit purposes.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1 EX-2 EX-3 1 2 3 4 Note Note	Reason for decision is mandatory for all reversal Attachments are mandatory for sick leaver of the Attachments are mandatory for sick l	requests. fter 2 days. EXCEPTIONS (ERROR of Issue Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days. POST-CONDITION ed, or Escalated). val by the General Manager. d timestamp for audit purposes. NOTES oth web and mobile platforms.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 essage MSG-401. mployee to upload mandatory attachments.
BV-401 BV-402 BV-403 BV-404 ID EX-1 EX-2 EX-3 1 2 3 4 Note Note	Reason for decision is mandatory for all reversal Attachments are mandatory for sick leaver of the Attachments are mandatory for sick l	requests. EXCEPTIONS (ERROR of Issue Reviewer tries to approve/reject without entering a reason. Sick leave request submitted without attachments. Approval delayed more than 2 days. POST-CONDITI ed, or Escalated). val by the General Manager. d timestamp for audit purposes. NOTES oth web and mobile platforms. link to the system for full details.	reason != null && reason.trim() != " vacationType == 'Sick' → attachments.length > 0 approver == GeneralManager && decision == 'Approve' approvalPending > 2 days CONDITIONS) Resolution System blocks action and displays error m System blocks progression and prompts end System auto-escalates to the next reviewer	MSG-401 MSG-402 MSG-403 MSG-404 MSG-404 essage MSG-401. mployee to upload mandatory attachments.