

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			
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 Manager).	
5	Reviewer clicks 'Reject'.	System records rejection, updates status to 'Rejected', and notifies the employee immediately.	
6	General Manager approves final request.	System finalizes approval and updates the employee's vacation balance.	
BUSINESS VALIDATION RULES			
Rule ID	Description	Condition	Message ID
BV-401	Reason for decision is mandatory for all reviewers.	reason != null && reason.trim() != ""	MSG-401
BV-402	Attachments are mandatory for sick leave requests.	vacationType == 'Sick' → attachments.length > 0	MSG-402
BV-403	Vacation balance is updated only after General Manager approval.	approver == GeneralManager && decision == 'Approve'	MSG-403
BV-404	System auto-escalates pending requests after 2 days.	approvalPending > 2 days	MSG-404
EXCEPTIONS (ERROR CONDITIONS)			
ID	At Step	Issue	Resolution
EX-1	Step 3	Reviewer tries to approve/reject without entering a reason.	System blocks action and displays error message MSG-401.
EX-2	Step 2	Sick leave request submitted without attachments.	System blocks progression and prompts employee to upload mandatory attachments.
EX-3	Step 4	Approval delayed more than 2 days.	System auto-escalates to the next reviewer and sends notification.
POST-CONDITIONS			
1	Request status updated (Approved, Rejected, or Escalated).		
2	Employee notified of decision outcome.		
3	Vacation balance updated upon final approval by the General Manager.		
4	System logs reviewer decision, reason, and timestamp for audit purposes.		
NOTES			
Note	System supports review and decision on both web and mobile platforms.		
Note	Notifications contain only the header with a link to the system for full details.		
Note	All request details are displayed in read-only mode to reviewers.		
Note	Maintain audit trail of all review actions including reasons and timestamps.		