

SUMMARY			
ID	UC-12		
Name	Automated Update of Employee Annual Vacation Balance		
Goal	To ensure employee vacation balances are automatically calculated, updated, and compliant with policies, without manual overrides.		
Actors	System (primary), Employee (view-only), General Manager (approval trigger)		
TRIGGERS			
Trigger-1	General Manager approves a vacation request.		
Trigger-2	Annual allocation is applied (21 or 30 days entitlement based on policy).		
Trigger-3	Employee eligibility changes (10+ years of service or age ≥ 50).		
PRE-CONDITIONS			
1	Employee is an eligible full-time Muslim Saudi employee (trainees are excluded).		
2	Vacation Types Master Data defines annual entitlement (21 or 30 days).		
3	Employee Master Data includes Hire Date and Birth Date (for entitlement eligibility).		
4	Vacation request has passed the multi-level approval workflow up to General Manager.		
BASIC FLOW (MAIN SUCCESS SCENARIO)			
#	Actor Action	System Response	
1	General Manager approves an employee's vacation request.	System immediately recalculates the employee's vacation balance (Total – Taken – Pending = Balance).	
2	System applies entitlement rules (21 or 30 days depending on service/age).	Balance is updated accordingly in Employee Master Data.	
3	Employee views their vacation balance and history in view-only mode.	System displays updated balance and vacation access history report.	
4	At the start of a new calendar year.	System assigns annual entitlement (21 or 30 days), without carrying forward unused days.	
BUSINESS RULES			
Rule ID		Description	
BR-1201		Leave Balance = Total – Taken – Pending.	
BR-1202		Vacation balance updates immediately after General Manager approval.	
BR-1203		Annual entitlement is 21 days; increased to 30 days if service ≥ 10 years or age ≥ 50.	
BR-1204		Unused days are forfeited at year-end (no carryover or compensation).	
BR-1205		Vacation Types supported: Annual and Sick only.	
BR-1206		No overlapping requests are allowed for the same employee.	
BR-1207		Trainees are not eligible to submit vacation requests.	
BR-1208		Manual overrides of balance are not allowed (system-only updates).	
BR-1209		Vacation policies must be configurable for maintainability.	
BR-1210		System complies with Saudi vacation regulations only (Muslim Saudi, full-time employees).	
EXCEPTIONS (ERROR CONDITIONS)			
ID	At Step	Issue	Resolution
EX-1	Step 1	Balance calculation fails due to missing Employee Master Data fields.	System logs error and displays message: MSG-1201.
EX-2	Step 2	Employee is ineligible (trainee or outside Saudi regulation scope).	System blocks request and shows message: MSG-1202.
EX-3	Step 3	User attempts to manually override balance.	System prevents override and enforces automation rule.
POST-CONDITIONS			
1	Vacation balances are always up-to-date and auto-calculated.		
2	Employees can view, but not edit, their vacation balances and history.		
3	System enforces organizational vacation policies automatically.		

NOTES	
Note	System recalculates vacation balances immediately after GM approval.
Note	Hire Date and Birth Date from Employee Master Data are used for entitlement eligibility (21 or 30 days).
Note	Employees can view their vacation balance history but cannot make changes.
Note	Vacation process automation ensures compliance and eliminates manual errors.