

SUMMARY			
ID	UC-6		
Name	Pending Vacation Requests		
Goal	To view and manage all vacation requests currently awaiting review and approval.		
Actors	Manager, HR		
TRIGGERS			
Trigger	A manager or HR user selects the 'Pending Vacation Requests' option from the system menu/dashboard.		
PRE-CONDITIONS			
1	There are vacation requests in Pending status.		
2	Reviewer has valid access rights (Manager or HR).		
3	System is available and responsive.		
BASIC FLOW (MAIN SUCCESS SCENARIO)			
#	Actor Action	System Response	
1	Reviewer opens the Pending Vacation Requests screen.	System displays the header 'Pending Vacation Requests (Tasks)' and a grid layout of all pending requests requiring action.	
2	—	System shows grid columns: Employee ID, Name, Department, Vacation Type, Start Date, End Date, Action.	
3	Reviewer locates a specific request in the list.	System highlights the request row and shows a [View Request] button for action.	
4	Reviewer clicks [View Request].	System opens the 'Review Leave Request Screen' with full request details.	
5	On the Review screen, reviewer decides: Accept or Reject.	System validates input, records decision, updates status, and notifies the employee and stakeholders.	
BUSINESS VALIDATION RULES			
Rule ID	Description	Condition	Message ID
BV-601	Only pending requests appear on this screen.	status == 'Pending'	MSG-601
BV-602	Action column always provides [View Request] button.	row ∈ PendingRequests	MSG-602
EXCEPTIONS (ERROR CONDITIONS)			
ID	At Step	Issue	Resolution
EX-1	Step 1	No pending requests exist.	System displays message MSG-601 and disables grid.
EX-2	Step 4	Request no longer pending when opened.	System blocks action and shows error MSG-601.
POST-CONDITIONS			
1	Reviewer can navigate to detailed review for any pending request.		
2	Decisions made in Review screen trigger notifications and workflow updates.		
3	Vacation balance updates after GM final approval.		
NOTES			
Note	This screen is for query and navigation only; decisions are made in the Review screen.		
Note	Auto-escalation applies: requests not acted upon within 2 days escalate to the next level.		
Note	Vacation Reporting Dashboard aggregates pending requests per department for analysis.		