

Use Case: Employee Submits Vacation Request

Core functionality for employees to request and adjust vacations before submission. Dedicated screen on web & mobile.

SUMMARY			
ID	UC-1		
Name	Employee Submits Vacation Request		
Goal	Allow an employee to submit a vacation request and route it to the manager for approval.		
Actors	Employee		
TRIGGERS			
Trigger	Employee initiates a new vacation request in the portal.		
PRE-CONDITIONS			
1	Employee is authenticated in the HR system.		
2	Employee has a non-zero leave balance.		
BASIC FLOW (MAIN SUCCESS SCENARIO)			
#	User Action	System Response	
1	Employee navigates to "Request Vacation".	System displays the vacation request form.	
2	Employee enters start date, end date, and reason.	System auto-populates employee details, validates dates in real-time, and shows current leave balance.	
3	Employee clicks "Submit".	System saves request and assigns a Request ID.	
BUSINESS VALIDATION RULES			
Rule ID	Description	Condition	Message ID
BV-001	End date must be strictly after start date.	endDate > startDate	MSG-101
BV-002	Requested days must not exceed available leave balance.	daysRequested ≤ leaveBalance	MSG-102
BV-003	Sick leave requires a medical certificate attachment.	type == "Sick"	MSG-103
NON-FUNCTIONAL CONSTRAINTS			
Constraint ID	Description	Condition	
NFR-001	Submission should complete quickly for good UX.	submissionTime < 120s	
EXCEPTIONS (ERROR CONDITIONS)			
ID	At Step	Issue	Resolution
EX-1	Step 2	Insufficient leave balance.	System blocks submission and displays an error.
EX-2	Step 3	HR database unavailable.	System shows error and asks to retry later.
ALTERNATE FLOWS (OPTIONAL VARIATIONS)			
ID	At/From Step	Description	Outcome / Resolution
AF-1	Step 2	Employee selects dates overlapping an existing request.	System warns and allows confirm-or-adjust.
AF-2	Step 3	Employee cancels before submission.	System discards input and returns to dashboard.
POST-CONDITIONS			
1	Request stored with status "Pending Approval".		
2	Manager notified; can approve or reject.		
3	Employee can track status from dashboard.		
NOTES			
Note	Medical certificate required for sick leave; quick submission ensures good user experience.		