Use Case: UC-1 – Employee Submits Vacation Request

Compact use case template with actors in the summary, rules before deviations, and qualities merged into validation rules.

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.
Scope	HR Self-Service Portal
Actors	Employee (primary), Manager (secondary), HR System (supporting)

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 validates dates in real-time and shows current leave balance.
3	Employee clicks "Submit".	System saves request, assigns a Request ID, and routes to the Manager.
4	—	Manager receives a notification for pending approval.

BUSINESS VALIDATION RULES

Rule ID	Description	Condition	Message ID	Notes
BV-001	End date must be strictly after start date.	endDate > startDate	MSG-101	Validated client & server.
BV-002	Requested days must not exceed available leave balance.	daysRequested ≤ leaveBalance	MSG-102	Override requires HR approval.
BV-003	Sick leave requires a medical certificate attachment.	type == "Sick"	MSG-103	Attachment is mandatory.
BV-004	Submission should complete quickly for good UX.	submissionTime ≤ 120s	N/A	Performance/quality constraint.

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, logs incident, 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	All details consolidated in a single table for consistency and easy export/printing.