

SUMMARY			
ID	UC-2		
Name	Employee Submits Vacation Cancellation Request		
Goal	Allow an employee to cancel a submitted vacation request before its start date.		
Actors	Employee		
TRIGGERS			
Trigger	Employee decides they no longer need a previously requested vacation.		
PRE-CONDITIONS			
1	Employee has an existing vacation request in pending or approved status.		
2	Vacation request has not yet started.		
3	Employee is a full-time Muslim Saudi employee (system scope).		
4	Employee is not a trainee (system scope).		
5	System is accessible via web or mobile app.		
BASIC FLOW (MAIN SUCCESS SCENARIO)			
#	User Action	System Response	
1	Employee opens the Vacation Cancellation Request screen.	System displays the cancellation request form.	
2	—	System auto-populates employee details (Name, ID) as read-only.	
3	—	System displays original request details (Type, Dates, Period, Notes, Attachments) in read-only mode.	
4	Employee optionally enters a cancellation reason.	System accepts input.	
5	Employee reviews all details.	System waits for confirmation.	
6	Employee clicks Submit Cancellation.	System validates request and submits for approval with status 'Pending'.	
7	Employee clicks Cancel instead.	System discards input and returns to dashboard.	
APPROVAL FLOW (MANAGER / HR / GENERAL MANAGER)			
#	Reviewer Action	System Response	
1	Reviewer opens the Vacation Cancellation Request screen.	System shows original request and cancellation details.	
2	Reviewer optionally enters notes.	System accepts input.	
3	Reviewer clicks Approve or Reject.	System updates status and records decision.	
BUSINESS VALIDATION RULES			
Rule ID	Description	Condition	Message ID
BV-201	Cancellation must occur before vacation start date.	currentDate < vacationStartDate	MSG-201
BV-202	Only requests in Pending or Approved status can be cancelled.	status ∈ {Pending, Approved}	MSG-202
BV-203	Cancellation request data must match original request.	cancellationData == originalData	MSG-203
EXCEPTIONS (ERROR CONDITIONS)			
ID	At Step	Issue	Resolution
EX-1	Step 6	Cancellation attempted after start date.	System blocks submission and shows error message MSG-204.
EX-2	Step 6	Request not in Pending or Approved status.	System prevents cancellation and shows error message MSG-205.
EX-3	Step 6	Data inconsistency detected.	System rejects cancellation and notifies HR.
POST-CONDITIONS			
1	Cancellation request stored with status Pending until reviewed.		
2	If approved: HR and Manager notified, vacation officially cancelled.		
3	If rejected: Employee notified, original vacation request remains active.		
NOTES			
Note	Maintain link between original vacation requests and their cancellations for data integrity.		