List of **rules/scenarios** on which this system functions; error message will pop-up accordingly-

#1 Login

1. To reset your login-password contact HR

#2 Apply Leave

2. Cannot apply for leaves on **holidays** and **weekends**
3. Cannot apply leave for Inappropriate date selection (From Date > To Date)
4. You can apply for leave only for **past 10 days** and **future 90 days**
5. For half/single day leave from-to **date** and from-to **span** should be same
6. If you are applying for **connecting leaves** that apply sandwich-rule (leave Days > 6) then you cannot apply for fresh leave, in such case re-apply your previous leave application with required revised dates
7. You cannot apply for non-connecting dates like (2nd Feb – First Half and 3rd Feb – Full Day), in such case you need to raise separate leave applications
8. Cannot modify leaves that are **Rejected/Past Approved/Approved Taken/Rejected Taken** as per leave-status.
9. In case you want to cancel/modify a **Past Approved Leave** since you came to office you need to request HR for such change

#3 Apply Comp-off

10. Cannot apply for future comp-off. A comp-off can be applied only for extra work done over a past-dated holiday/weekend.

#4 Leave Status

11. **Pending** – When a leave stands pending for "Manager-Approval"
12. **Cancelled** – When employee cancels already-applied leave
13. **Rejected/Approved** – When Manager rejects/approves your leave application
14. **Approved Taken** – When you log in a leave-application post availing the leave and then your manager approves such past-leave.
15. **Rejected Taken** – When you take a leave that was rejected by your Manager. Such leaves are unpaid as per policy.