**Vision**

**For many businesses today, there are a lot of challenges for managers to manage their employees’ time and vacations because of their independence increasing & they can work on multiple projects with different time zones.**

**According to the previous problem, we need to create a Vacation Tracking System (VTS) to facilitate managing employees’ vacation and we need to make this system extendable with our other systems.**

**VTS will provide employees with capabilities to manage their own vacation time, sick leave, and personal time off, without having to be expert in company policy or the local facility’s leave policies.**

**Function Requirements**

* **The system should have a flexible user authorization with different rules for validating and verifying leave time requests.**
* **The system should support manager approval if required.**
* **The system should provide access to requests for the previous calendar year, and allow requests to be made up to a year and a half in the future.**
* **The system should have a notification system using e-mail to request manager approval and notify employees of request status changes.**
* **The system should have a log system that keeps all logs for all transactions**
* **Provides a Web service as an integration gateway between VTS and other internal systems.**
* **Gives the HR and system administrators ability to override all actions**
* **Allows managers to directly award personal leave time (with system-set limits)**
* **The employee should be able to view, create, and cancel his vacation time requests.**

**Non-Function Requirements**

**Actors**

**Employee:** The main user of this system. An employee uses this system to manage his or her vacation time.

**Manager:** An employee who has all the abilities and goals of a regular employee, but with the added responsibility of approving vacation requests for immediate subordinates. A manager may award subordinates comp time, subject to certain limits set in the system.

**Clerk:** A member of the HR department who has sufficient rights to view employees’ personal data and is responsible for ensuring that employees’ information in all HR systems is up to date and correct. An HR clerk can add or remove nearly any record in the system. In the real world, HR clerks may or may not be employees; however, if they are employees, they use two separate login IDs to manage these two different roles.

**System Admin:** A role responsible for the smooth running of the system’s technical resources (e.g., Web server, database) and for collecting and archiving all log files.