A

PROJECT REPORT ON

LEAVE MANAGEMENT SYSTEM

I am Submitting this project for consideration by
PRIME MINDS CONSULTING COMPANY
as the part of their selection process.

Submitted by

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Under the guidance of

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2023

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DECLARATION

I, BELLAMKONDA ANIL, hereby declare that the work embodied in this report entitled "**LEAVE MANAGEMENT SYSTEM**", submitted to Prime Minds Consulting Company, Bengaluru, for consideration as part of the selection process has been carried out by us under the super vision of Mrs.Meghana Ramesh, Senior Software Developer.

PROJECT ASSOCIATE

BELLAMKONDA ANIL

ACKNOWLEDGEMENT

We acknowledge and express our gratitude and sincere thanks to our guide Mrs. Meghana Ramesh, Software Developer for constantly monitoring our progress and suggesting improvements at various stages for preparing the project report.

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We would like to thank SUDHEENDRA WALVEKAR , founder and MD, PRIME MINDS CONSULTING COMPANY for having permitted us to take on this project report.

Lastly, we would like to thank everyone who has been involved in this progress of theproject report, whose contributions have added a lot of value

PROJECT ASSOCIATE

BELLAMKONDA ANIL

Abstract

A leave management system is a software application that helps organizations manage employee leave. It can automate many of the tasks involved in leave management, such as leave request routing, approval, and tracking. This can free up HR staff to focus on other tasks and improve the efficiency of the leave management process.

Leave management systems can also help organizations to comply with labor laws and regulations. For example, many countries have laws that require employers to provide employees with a certain amount of paid leave each year. A leave management system can help organizations to track employee leave balances and ensure that employees are not taking more leave than they are entitled to.

In addition, leave management systems can help organizations to improve employee morale and productivity. When employees have a simple and efficient way to request and track leave, they are less likely to experience stress and anxiety. This can lead to improved employee morale and productivity.

- Leave request routing: The system should be able to route leave requests to the appropriate approvers.

- Leave approval: The system should allow approvers to easily approve or deny leave requests.
- Leave tracking: The system should track employee leave balances and leave history.
- Reporting: The system should generate reports on leave usage, trends, and other metrics.
- Integration with other HR systems: The system should be able to integrate with other HR systems, such as payroll and time tracking systems.

Conclusion

A leave management system is a valuable tool that can help organizations to improve the efficiency, compliance, and employee satisfaction of their leave management process.

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CHAPTER 1

INTRODUCTION TO LEAVE MANAGEMENT SYSTEM

1.1 Introduction to Leave Management System

A leave management system (LMS) is a software application that helps organizations manage employee leave. It can automate many of the tasks involved in leave management, such as leave request routing, approval, and tracking. This can free up HR staff to focus on other tasks and improve the efficiency of the leave management process.

LMSs can also help organizations to comply with labour laws and regulations. For example, many countries have laws that require employers to provide employees with a certain amount of paid leave each year. An LMS can help organizations to track employee leave balances and ensure that employees are not taking more leave than they are entitled to.

Leave Management System Work flow

In addition, LMSs can help organizations to improve employee morale and productivity. When employees have a simple and efficient way to request and track leave, they are less likely to experience stress and anxiety. This can lead to improved employee morale and productivity.

1.2 Benefits of using a leave management system

There are many benefits to using a leave management system, including:

- **Improved efficiency**: LMSs can automate many of the tasks involved in leave management, such as leave request routing, approval, and tracking. This can free up HR staff to focus on other tasks and improve the efficiency of the leave management process.
- **Compliance**: LMSs can help organizations to comply with labor laws and regulations. For example, many countries have laws that require employers to provide employees with a certain amount of paid leave each year. An LMS can help organizations to track employee leave balances and ensure that employees are not taking more leave than they are entitled to.
- **Employee satisfaction**: LMSs can help to improve employee morale and productivity. When employees have a simple and efficient way to request and track leave, they are less likely to experience stress and anxiety. This can lead to improved employee morale and productivity.
- **Reduced costs**: LMSs can help organizations to reduce the costs associated with leave management. For example, by automating many of the tasks involved in leave management, LMSs can help organizations to reduce the amount of time that HR staff needs to spend on leave management.

1.3 Features of a leave management system

A good LMS should have the following features:

- **Leave request routing**: The system should be able to route leave requests to the appropriate approvers.
- **Leave approval**: The system should allow approvers to easily approve or deny leave requests.
- **Leave tracking**: The system should track employee leave balances and leave history.
- **Reporting**: The system should generate reports on leave usage, trends, and other metrics.

- **Integration with other HR systems**: The system should be able to integrate with other HR systems, such as payroll and time tracking systems.

1.4 Choosing a leave management system

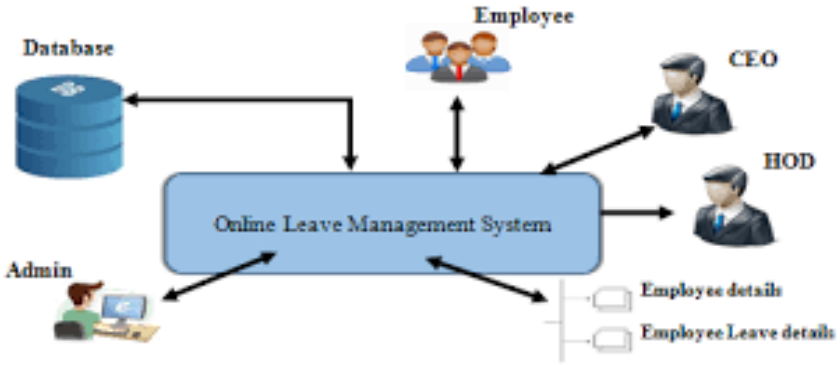
When choosing a leave management system, there are a few factors to consider:

- ✓ **Size of organization**: LMSs are available for organizations of all sizes. However, it is important to choose a system that is the right size for your organization.
- ✓ **Budget**: LMSs can range in price from a few hundred dollars to several thousand dollars. It is important to set a budget before you start shopping for a system.
- ✓ **Features**: Make a list of the features that are important to you and your organization. Once you have a list of features, you can start comparing different LMSs to see which ones meet your needs.
- ✓ **Ease of use**: Choose a system that is easy to use for both employees and HR staff.

CHAPTER 2

SYSTEM ARCHITECTURE

The technical architecture of a leave management system (LMS) is typically a three-tier architecture, consisting of a presentation layer, application layer, and data layer.



System Architecture

2.1 Presentation layer

The presentation layer is responsible for displaying the user interface and interacting with the user. It is typically implemented using a web browser and a web development framework, such as Django.

2.2 Application layer

The application layer contains the business logic of the LMS. It is responsible for processing leave requests, tracking employee leave balances, and generating reports. The application layer is typically implemented using a programming language such as Python.

2.3 Data layer

The data layer stores and retrieves data from the database. The database can be a relational database, such as SQL or PostgreSQL.

2.4 System Components

The following are the key components of a typical LMS:

- **Web server**: The web server hosts the presentation layer and application layer.
- **Application server**: The application server hosts the application layer.
- **Database server**: The database server hosts the database.
- **Load balancer**: The load balancer distributes traffic between multiple web servers.
- **Firewall**: The firewall protects the system from unauthorized access.

2.5 System Communication Flow

The following is a typical communication flow between the components of an LMS:

1. The user interacts with the presentation layer through a web browser.
2. The presentation layer forwards the user's request to the application layer.
3. The application layer processes the user's request and interacts with the database layer to retrieve or store data.
4. The application layer generates a response and sends it back to the presentation layer.
5. The presentation layer displays the response to the user.

2.6 System Scalability and Performance

An LMS should be able to scale to support a large number of users and handle a high volume of leave requests. To achieve scalability and performance, the system can be deployed in a cloud environment and use a load balancer to distribute traffic between multiple web servers.

2.7 System Security

An LMS should be secure to protect sensitive employee data. The system should use strong encryption to protect data in transit and at rest. The system should also implement authentication and authorization mechanisms to control access to the system and data.

CHAPTER 3

REQUIREMENTS AND GATHERING

3.1 Requirements Gathering for a Leave Management System

The requirements gathering process for an LMS typically involves the following steps:

1. Identify stakeholders: The first step is to identify the stakeholders who will be using the LMS. This may include employees, HR staff, managers, and other stakeholders who have a role in the leave management process.
2. Understand stakeholder needs: Once the stakeholders have been identified, it is important to understand their needs. This can be done through interviews, surveys, and workshops.
3. Prioritize requirements: Once the stakeholder needs have been understood, the next step is to prioritize the requirements. This can be done using a variety of methods, such as weighted scoring or pairwise comparison.
4. Document requirements: The final step is to document the requirements in a clear and concise manner. This document should include the following information:
    - Description of the requirement
    - Priority of the requirement
    - Acceptance criteria for the requirement

3.2 Key Requirements for a Leave Management System

The following are some of the key requirements for a leave management system:

- **Leave types**: The LMS should be able to support all of the leave types that the organization offers. This may include vacation, sick leave, personal leave, parental leave, and bereavement leave.
- **Leave policies**: The LMS should be able to enforce the organization's leave policies. This may include policies on leave accrual, leave carryover, and leave approval.

- **Leave request routing**: The LMS should be able to route leave requests to the appropriate approvers for review and approval.
- **Leave approval**: The LMS should provide a simple and efficient way for approvers to approve or deny leave requests.
- **Leave tracking**: The LMS should track employee leave balances and leave history.
- **Reporting**: The LMS should be able to generate reports on leave usage, trends, and compliance.

Conclusion

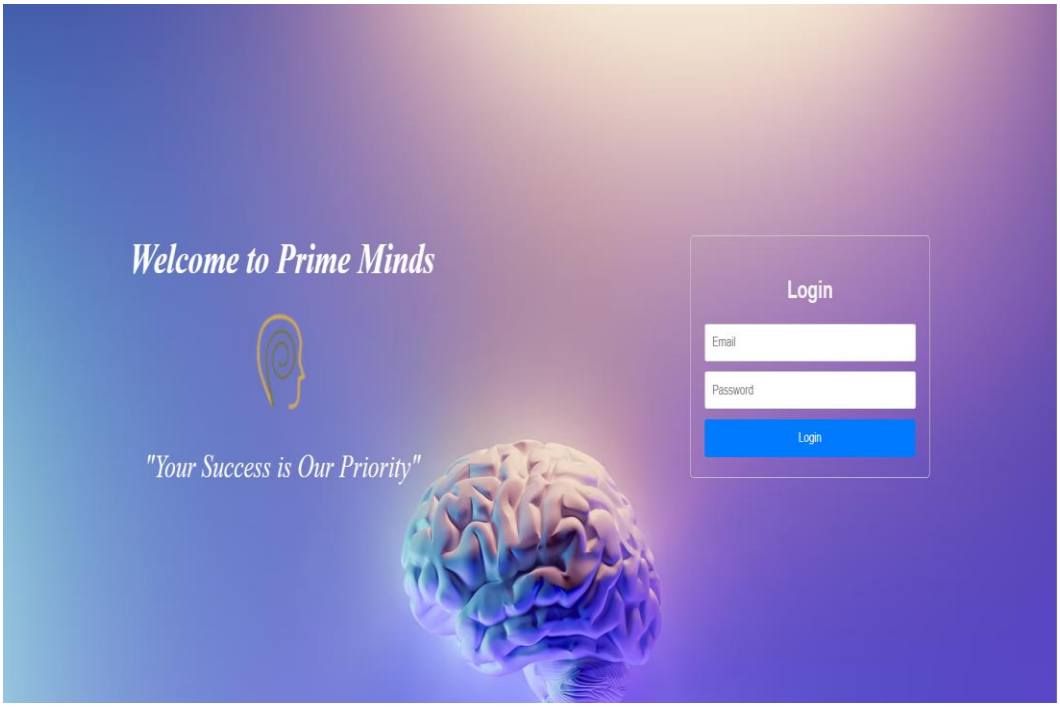
The requirements gathering process is an important step in the implementation of a leave management system. By taking the time to understand the needs of the stakeholders and document the requirements in a clear and concise manner, organizations can ensure that the LMS meets their specific needs and helps them to improve the efficiency and effectiveness of their leave management process.

CHAPTER 4

DEVELOPMENT

4.1 Login Page

The login page will have two input fields, one for email and one for password. The user will need to enter their email address and password to log in. Once the user has entered their credentials, they will click a button to submit the form.



Login Page

The backend Python code will check the user's credentials against the database. If the credentials are valid, the user will be logged in and directed to the appropriate page, either the employee page or the manager page.

4.2 Employee Page

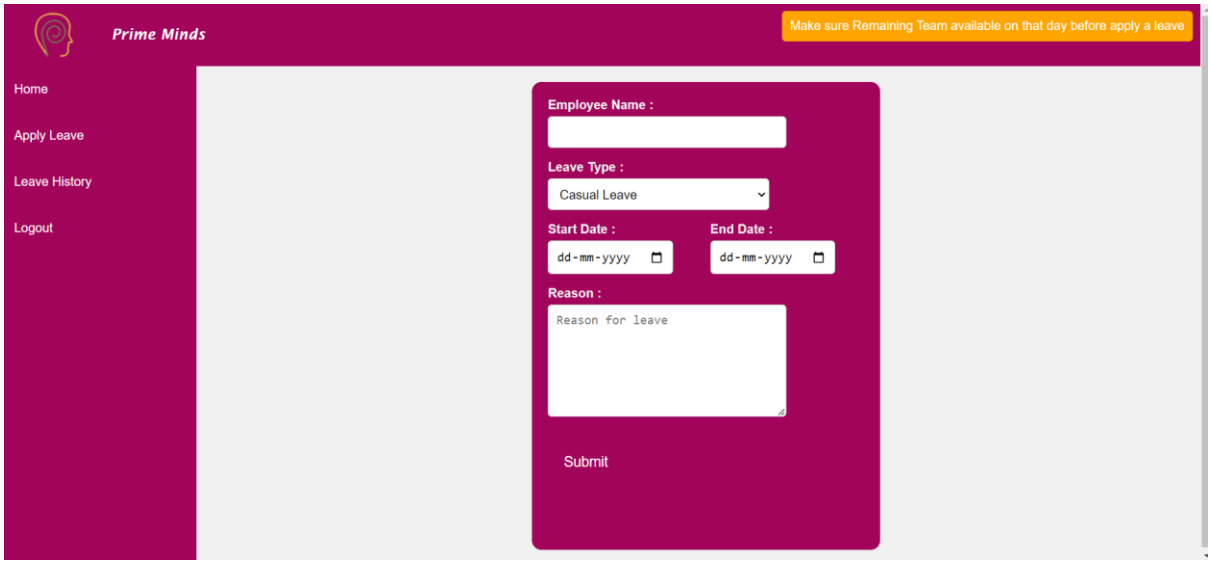
The employee page will have three sections:

Employee Page

Home: This section will display the employee's name, email address, and the number of casual leave, sick leave, and emergency leave days that they have remaining.

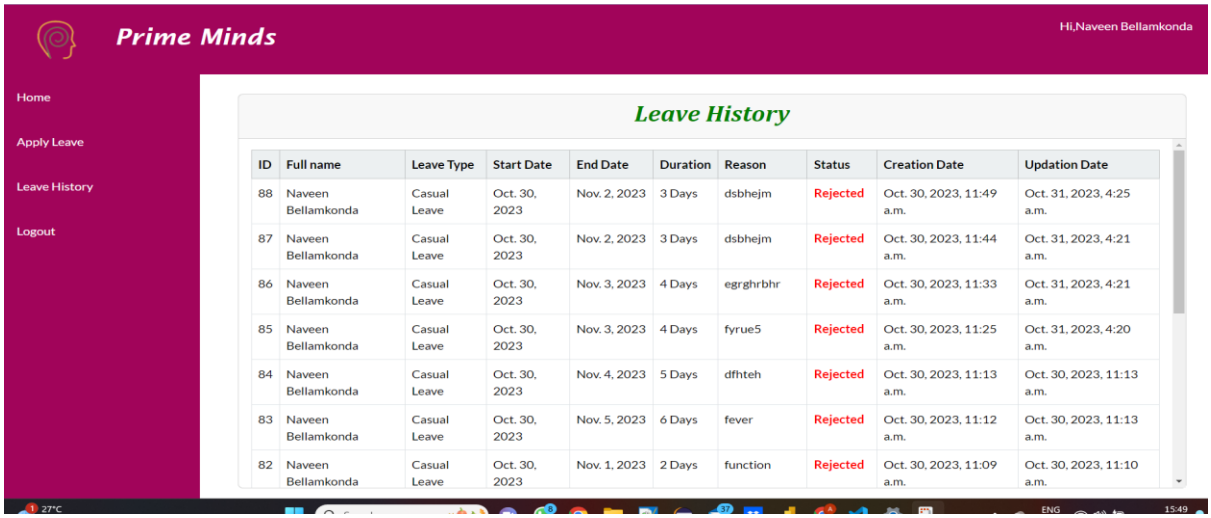
Welcome to the Employee Leave Management System! This page gives you an overview of your leave information, including your name, email address, and the number of casual, sick, and emergency leave days that you have remaining. You can also see your total number of leave days remaining and your next scheduled leave.

Apply Leave: This section will allow the employee to apply for leave. The employee will need to select the type of leave they are requesting, the start date and end date of the leave, and provide a reason for the leave. If the leave request is for more than 3 days, the employee will also need to upload a supporting document.



Apply leave Page

Leave History: This section will display the employee's leave history, including the type of leave, the start date and end date of the leave, the reason for the leave, and the status of the leave request.



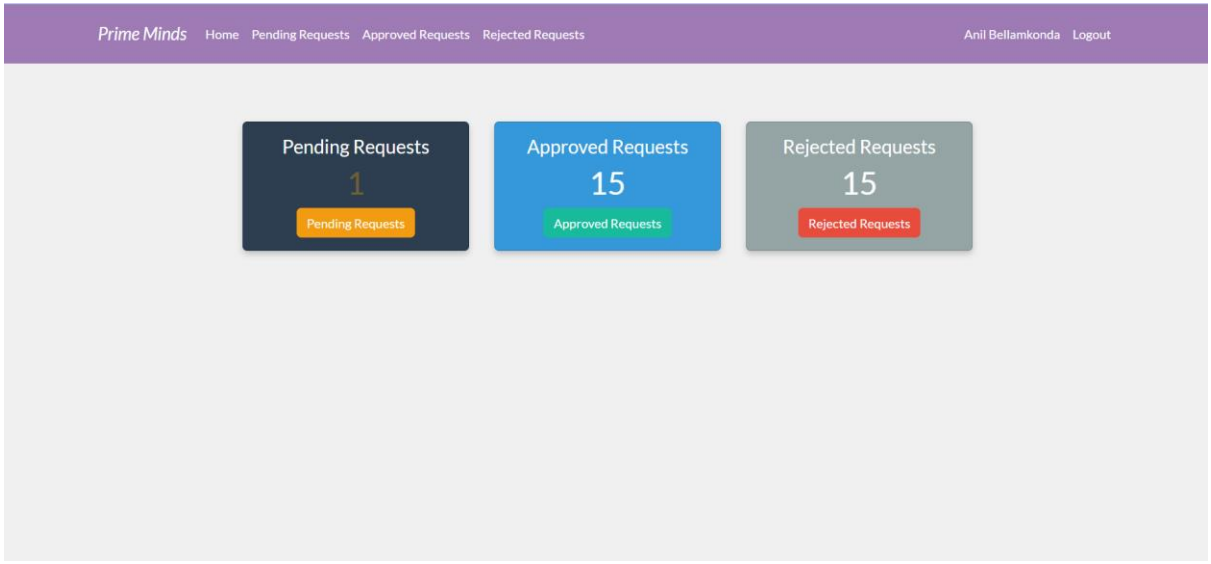
ID	Full name	Leave Type	Start Date	End Date	Duration	Reason	Status	Creation Date	Updation Date
88	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 2, 2023	3 Days	dsbhejm	Rejected	Oct. 30, 2023, 11:49 a.m.	Oct. 31, 2023, 4:25 a.m.
87	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 2, 2023	3 Days	dsbhejm	Rejected	Oct. 30, 2023, 11:44 a.m.	Oct. 31, 2023, 4:21 a.m.
86	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 3, 2023	4 Days	egrghrbhr	Rejected	Oct. 30, 2023, 11:33 a.m.	Oct. 31, 2023, 4:21 a.m.
85	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 3, 2023	4 Days	fyrue5	Rejected	Oct. 30, 2023, 11:25 a.m.	Oct. 31, 2023, 4:20 a.m.
84	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 4, 2023	5 Days	dfhteh	Rejected	Oct. 30, 2023, 11:13 a.m.	Oct. 30, 2023, 11:13 a.m.
83	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 5, 2023	6 Days	fever	Rejected	Oct. 30, 2023, 11:12 a.m.	Oct. 30, 2023, 11:13 a.m.
82	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 1, 2023	2 Days	function	Rejected	Oct. 30, 2023, 11:09 a.m.	Oct. 30, 2023, 11:10 a.m.

Leave History Page

4.3 Manager Page

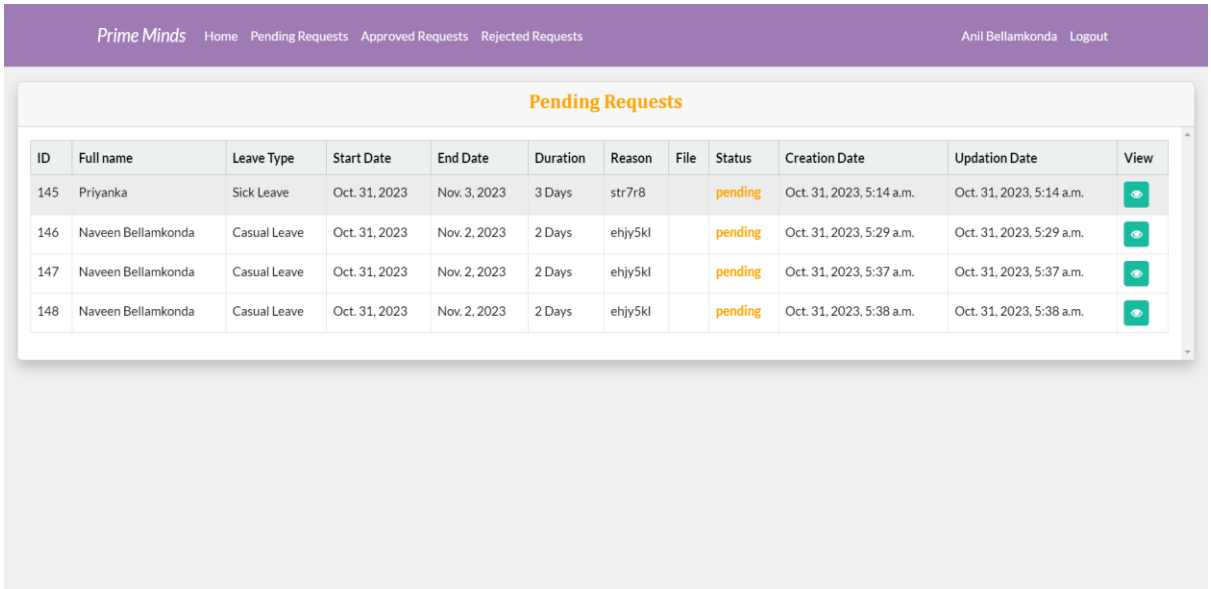
The manager page will have four sections:

Manger Home Page : This section will display a cards of number of pending request ,number of approved requests and number of rejected requests.



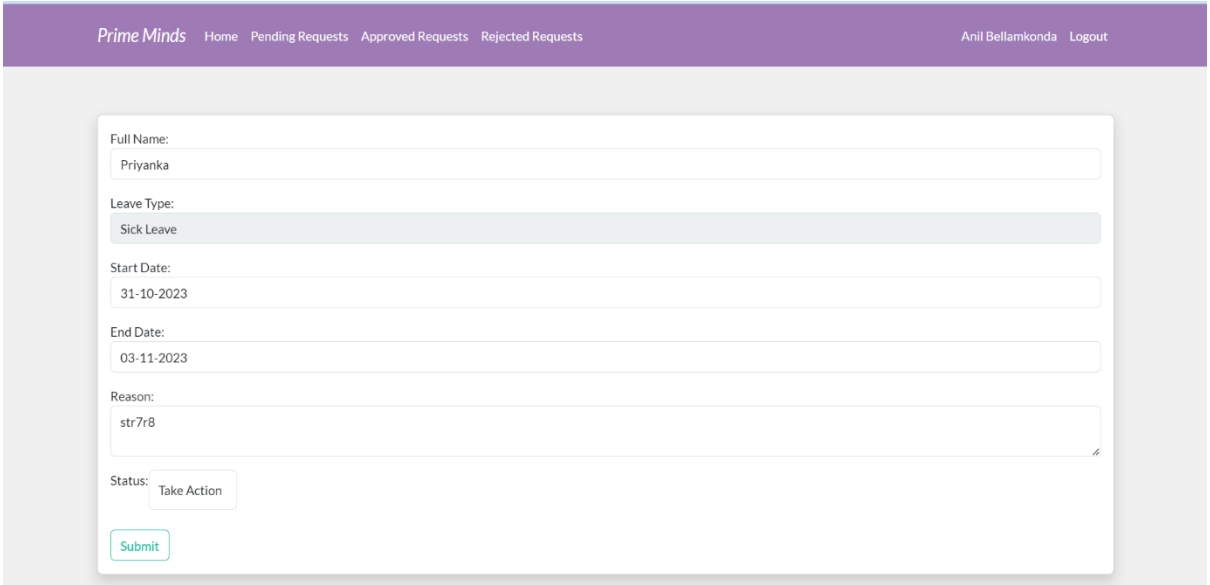
Manager Home Page

Pending Leave Requests: This section will display a list of all pending leave requests. The manager can view the details of each request and approve or reject it.



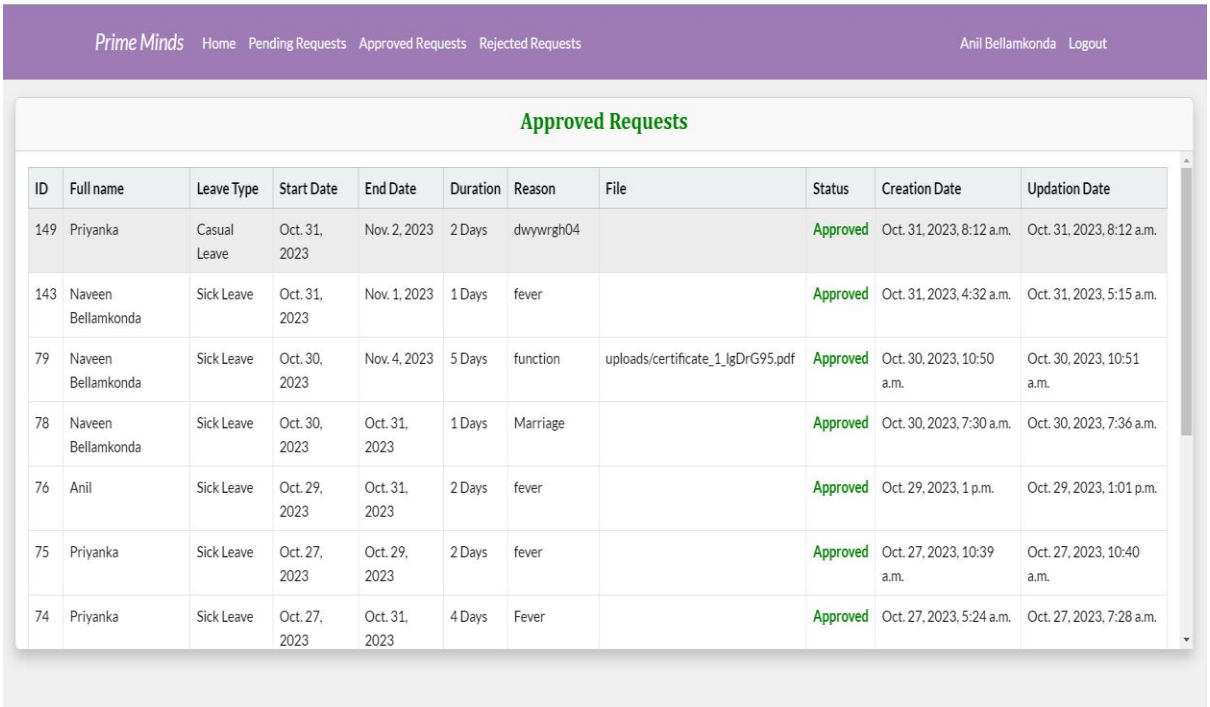
Pending Request Page

Taking Action on the request: In this page manager view the record of the request he can take decision on it approve or reject**.**



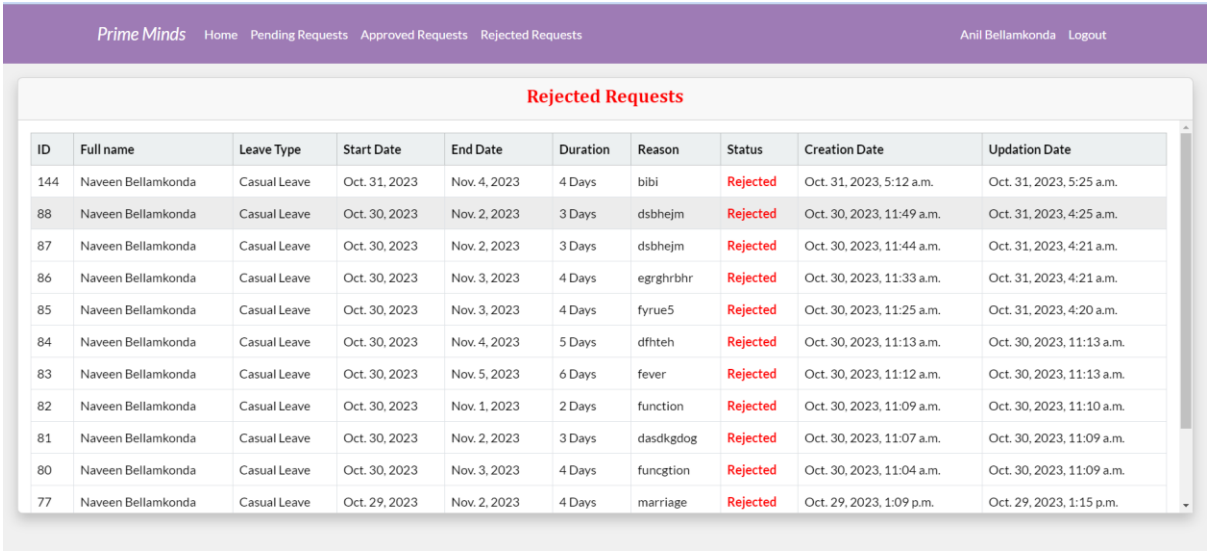
Action taking page

Approved Leaves: This section will display a list of all approved leave requests.



Approved Leaves page

Rejected Leaves: This section will display a list of all rejected requests.



ID	Full name	Leave Type	Start Date	End Date	Duration	Reason	Status	Creation Date	Updation Date
144	Naveen Bellamkonda	Casual Leave	Oct. 31, 2023	Nov. 4, 2023	4 Days	bibi	Rejected	Oct. 31, 2023, 5:12 a.m.	Oct. 31, 2023, 5:25 a.m.
88	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 2, 2023	3 Days	dsbhejm	Rejected	Oct. 30, 2023, 11:49 a.m.	Oct. 31, 2023, 4:25 a.m.
87	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 2, 2023	3 Days	dsbhejm	Rejected	Oct. 30, 2023, 11:44 a.m.	Oct. 31, 2023, 4:21 a.m.
86	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 3, 2023	4 Days	egrghrbhr	Rejected	Oct. 30, 2023, 11:33 a.m.	Oct. 31, 2023, 4:21 a.m.
85	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 3, 2023	4 Days	fyrue5	Rejected	Oct. 30, 2023, 11:25 a.m.	Oct. 31, 2023, 4:20 a.m.
84	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 4, 2023	5 Days	dfhteh	Rejected	Oct. 30, 2023, 11:13 a.m.	Oct. 30, 2023, 11:13 a.m.
83	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 5, 2023	6 Days	fever	Rejected	Oct. 30, 2023, 11:12 a.m.	Oct. 30, 2023, 11:13 a.m.
82	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 1, 2023	2 Days	function	Rejected	Oct. 30, 2023, 11:09 a.m.	Oct. 30, 2023, 11:10 a.m.
81	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 2, 2023	3 Days	dasdkgdog	Rejected	Oct. 30, 2023, 11:07 a.m.	Oct. 30, 2023, 11:09 a.m.
80	Naveen Bellamkonda	Casual Leave	Oct. 30, 2023	Nov. 3, 2023	4 Days	funcgtion	Rejected	Oct. 30, 2023, 11:04 a.m.	Oct. 30, 2023, 11:09 a.m.
77	Naveen Bellamkonda	Casual Leave	Oct. 29, 2023	Nov. 2, 2023	4 Days	marriage	Rejected	Oct. 29, 2023, 1:09 p.m.	Oct. 29, 2023, 1:15 p.m.

Rejected Requests Page

4.4 Backend Python Code

The backend Python code will handle all of the logic for the leave management system. This includes:

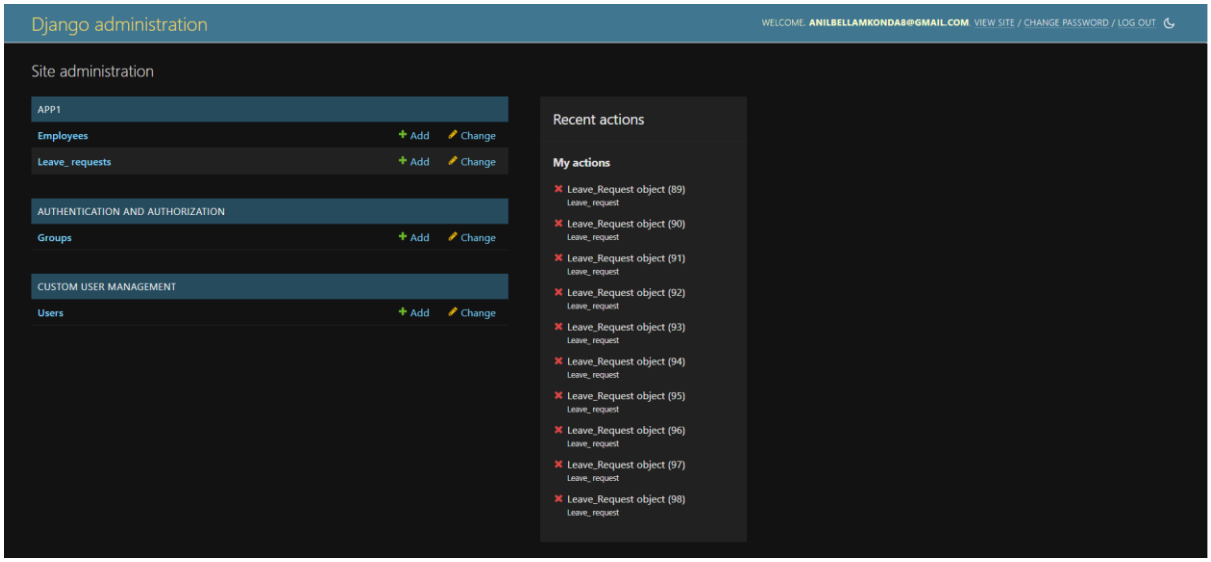
- Authenticating users: The backend code will authenticate users when they log in.
- Processing leave requests: The backend code will process leave requests submitted by employees. This includes checking the employee's leave balance and ensuring that the request meets all of the organization's leave policies.
- Notifying users of leave request status: The backend code will notify users of the status of their leave requests. This includes sending emails to users when their requests are approved or rejected.

4.5 Database Design

The database for the leave management system will store the following information:

- **Users**: This table will store information about users, such as their name, email address, and password.

- **Leave Types**: This table will store information about the different types of leave that the organization offers.



Database Administration

- **Leave Policies**: This table will store information about the organization's leave policies, such as the number of days of leave that employees are eligible for each year and the process for requesting leave.
- **Leave Requests**: This table will store information about employee leave requests, such as the employee's name, the type of leave being requested, the start and end dates of the leave, the reason for the leave, and the status of the request.

  Django Framework

The Django framework will be used to develop the leave management system. Django is a Python web framework that makes it easy to develop secure and scalable web applications.

Conclusion

This chapter has provided an overview of the content development user interface for a leave management system using HTML, CSS, Bootstrap, JavaScript, backend Python, database SQLite, and Django framework. The system will allow employees to request leave and track their leave history. Managers will be able to view and approve or reject leave requests.

CHAPTER 5

TESTING

5.1 Testing a Leave Management System

A leave management system (LMS) is a software application that helps organizations manage employee leave. It can automate many of the tasks involved in leave management, such as leave request routing, approval, and tracking. This can free up HR staff to focus on other tasks and improve the efficiency of the leave management process.

Testing a LMS is important to ensure that it is working properly and meeting the needs of the organization and its employees. There are a number of different types of testing that can be performed on a LMS, including:

Testing

- **Unit testing**: Unit testing involves testing individual components of the LMS, such as the leave request form and the leave approval logic.
- **Integration testing**: Integration testing involves testing how the different components of the LMS interact with each other. For example, this might involve testing how the leave request form interacts with the leave approval logic.
- **System testing**: System testing involves testing the entire LMS as a whole. This typically involves creating a number of test cases that cover all of the different features and functionality of the LMS.

In addition to these types of testing, it is also important to perform user acceptance testing (UAT) on a LMS. UAT involves having users test the LMS in a real-world environment to ensure that it is meeting their needs and is easy to use.

\5.2 Login and user authentication

- Verify that users can log in to the LMS using their correct credentials.
- Verify that users cannot log in to the LMS using invalid credentials.
- Verify that users are logged out of the LMS after a period of inactivity.

5.3 Leave request creation

- Verify that users can create leave requests for all supported leave types.
- Verify that users can specify the start and end dates of their leave requests.
- Verify that users can provide a reason for their leave requests.
- Verify that users can upload supporting documents for their leave requests.

5.4 Leave request routing and approval

- Verify that leave requests are routed to the appropriate approvers based on the employee's department and managerial hierarchy.
- Verify that approvers can view and approve or reject leave requests.
- Verify that approvers are notified when leave requests are submitted and when they are approved or rejected.

5.5 Leave tracking

- Verify that the LMS tracks the employee's leave balance for each leave type.
- Verify that the LMS displays the employee's leave history.
- Verify that the LMS generates reports on leave usage and trends.

  5. User interface and usability
- Verify that the LMS user interface is easy to navigate and use.
- Verify that all screens and fields are properly labeled.
- Verify that the LMS is accessible to users with disabilities.

5.6 Security and performance

- Verify that the LMS is secure from unauthorized access and data breaches.
- Verify that the LMS performs well under load and can handle a large number of users and leave requests.

By performing these and other test cases, organizations can ensure that their LMS is working properly and meeting the needs of their employees.

CHAPTER 6

ADVANTAGES AND SCALABILITY

6.1 Advantages of a Leave Management System (LMS)

A leave management system (LMS) offers a number of advantages to both employees and organizations. Some of the key advantages include:

- **Convenience**: Employees can easily submit leave requests and track their leave history online. This eliminates the need to fill out paper forms and submit them to HR manually.
- **Accuracy**: An LMS automatically calculates leave balances and ensures that leave requests comply with company policies. This helps to reduce the risk of errors and ensures that leave is managed fairly and consistently.
- **Efficiency**: An LMS automates many of the tasks involved in leave management, such as routing leave requests to the appropriate approvers and notifying employees of the status of their requests. This frees up HR staff to focus on other tasks and improves the efficiency of the leave management process.
- **Transparency**: Employees can see the status of their leave requests at any time. This helps to reduce uncertainty and anxiety for employees, and it also helps to build trust between employees and management.
- **Reporting:** An LMS can generate reports on leave usage, trends, and compliance. This information can be used to identify areas for improvement and to make informed decisions about leave policies and procedures.

6.2 Scalability of a Leave Management System (LMS)

A scalable LMS is one that can grow and adapt to the needs of an organization as it grows and changes. This is important because the needs of an organization can change significantly over time, due to factors such as mergers and acquisitions, changes in government regulations, and new leave policies.

A scalable LMS should be able to handle the following:

- **Increased number of users**: A scalable LMS should be able to handle an increased number of users without any significant performance degradation. This is important for organizations that are growing rapidly or that have a large number of employees.

- **Increased number of leave requests**: A scalable LMS should be able to handle an increased number of leave requests without any significant delays in processing. This is important for organizations that have a high volume of leave requests or that have complex leave policies.
- **New leave types**: A scalable LMS should be able to support new leave types as they are introduced. This is important for organizations that operate in regulated industries or that have unique leave policies.

  Some of the features that make a LMS scalable include:
- **Cloud-based deployment:** Cloud-based LMS deployments are highly scalable because they can be easily scaled up or down to meet the needs of an organization.
- **Modular architecture:** A modular architecture allows an LMS to be easily extended and customized to meet the specific needs of an organization.
- **High-performance database:** A high-performance database is essential for a scalable LMS, as it needs to be able to handle a large number of concurrent users and transactions.
- **Robust API:** A robust API allows an LMS to be integrated with other systems, such as HRIS systems and payroll systems. This can help to improve the efficiency of the leave management process and reduce manual data entry.

  By choosing a scalable LMS, organizations can ensure that their leave management system is able to meet their needs as they grow and change.

6.3 Challenges

- **Implementation costs**: Implementing a LMS can be a significant investment, especially for small businesses.
- **Complexity**: LMS can be complex to configure and manage, especially for organizations with complex leave policies.
- **User adoption:** It can be challenging to get employees to adopt a new LMS, especially if they are used to traditional paper-based leave management processes.

- **Data security:** LMS store sensitive employee data, such as personal information and leave history. It is important to choose a LMS that has robust security features in place to protect this data.
- **Integrations:** LMS may need to be integrated with other systems, such as HRIS systems and payroll systems. This can be a complex and time-consuming process.

6.4 Solutions

- **Implementation costs:** There are a variety of LMS solutions available to fit all budgets. Organizations should choose a LMS that is affordable and meets their specific needs.
- **Complexity:** Some LMS solutions are easier to configure and manage than others. Organizations should choose a LMS that is user-friendly and has good documentation and support.
- **User adoption**: Organizations should communicate the benefits of the new LMS to employees and provide training on how to use it. They should also make it easy for employees to submit leave requests and track their leave history using the LMS.
- **Data security:** Organizations should choose a LMS that has robust security features in place to protect employee data. This should include features such as encryption, access control, and audit logging.
- **Integrations:** There are a number of LMS solutions that offer pre-built integrations with popular HRIS and payroll systems. This can simplify the integration process and reduce the cost and time required to implement the LMS.

CHAPTER 7

CONCLUSION

A leave management system (LMS) can be a valuable tool for both employees and organizations. LMS can help to improve the efficiency, accuracy, and transparency of the leave management process. They can also help to reduce the workload on HR staff and provide employees with a convenient way to submit leave requests and track their leave history.

When choosing a LMS, it is important to consider the specific needs of the organization and its employees. Some factors to consider include the number of users, the types of leave that need to be supported, and the level of integration required with other systems.

It is also important to ensure that the LMS is scalable and can meet the needs of the organization as it grows and changes. Cloud-based LMS deployments and modular architectures can help to improve the scalability of an LMS.

By carefully considering the needs of the organization and its employees, organizations can choose the right LMS solution to help them improve the efficiency, accuracy, and transparency of their leave management process.

Here are some of the key benefits of using a LMS:

- **Improved efficiency**: LMS can automate many of the tasks involved in leave management, such as routing leave requests to the appropriate approvers and notifying employees of the status of their requests. This frees up HR staff to focus on other tasks and improves the efficiency of the leave management process.
- **Increased accuracy**: LMS automatically calculate leave balances and ensure that leave requests comply with company policies. This helps to reduce the risk of errors and ensures that leave is managed fairly and consistently.
- **Enhanced transparency:** Employees can see the status of their leave requests at any time. This helps to reduce uncertainty and anxiety for employees, and it also helps to build trust between employees and management.
- **Better reporting:** LMS can generate reports on leave usage, trends, and compliance. This information can be used to identify areas for improvement and to make informed decisions about leave policies and procedures.

Overall, a LMS can be a valuable tool for both employees and organizations. By automating many of the tasks involved in leave management, LMS can improve the efficiency, accuracy, and transparency of the process.