

EMPLOYEE LEAVE MANAGEMENT SYSTEM

Abstract

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Mini Project

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Employee Leave Management System

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Introduction

The Employee leave management System website facilitates efficient tracking and management of employee leave request within an organization. The website aims to automate leave processes, minimize errors and ensure accurate record keeping for effective workforce management. Key features of the website include user authentication, leave request submission and approval workflows.

Existing System

The existing system is a simple and easily operated leave management system that allows employees to login, apply or cancel leave requests, view and update their profile information and view leave status and history. In addition to these facilities, the leave management system also allows the head of the department to login, view the list of employees and search for an employee information. It manages leave status and also supports profile updation and disabling of an existent employee from the system.

Proposed System

Employees can select and view various leave types like duty leave, maternity leave, study leave, long leave, medical leave, casual leave and vacation leave. Employees can update their work Completion Status. Head of the Department can add leave types and can add new employees into the system. HoD can view leave history of an employee. Academic Dean can login to the system, recommend leave request to principal or ask for more documents and proofs and also check faculty's leave history. Principal can login to the system and can approve leave request or check faculty's leave history and view profile.

Project Features

The Employee Leave Management System consist of four modules:

1. Employee

- **Login:** Employees can login to the system.
- **Leave types:** Employees can view various types of leaves available to them.
- **Apply leave:** Users can apply for leaves.
- **Cancel leave:** Employees can cancel leave requests applied by them.
- **View profile:** Employees can view their profile information.
- **Leave history:** Employees can view all leaves and leave requests made by them.
- **Leave Status:** Employees can check the status of leaves applied by them i.e., pending, approved or declined.

2. Head of the Department

- **Login:** Head of the Department can login to the system.
- **View employees:** HoD can view list of all employees.
- **Add new leave types:** HoD can add new types of leaves into the system.
- **Add new employee:** HoD can add new employee into the system.
- **Search Employee:** HoD can search the details of a particular employee.
- **Manage leaves:** HoD can approve or decline leave requests made by the employees.
- **Disable employee:** HoD can disable an employee from using the system.
- **Profile updation:** HoD can update their personal information.

3. Academic Dean

- **Login:** Academic Dean can log into the system.
- **Recommend leave Request:** Academic Dean can recommend the leave requests made by the employees, to the principal.
- **Ask for more documents and proofs:** Academic Dean can request more documents and proofs for leave request.
- **Faculty leave history:** Academic Dean can view all leaves and leave requests made by a particular employee.
- **View profile:** Academic Dean can view their personal information.

4. Principal

- **Login:** Principal can login to the system.
- **Approve leave request:** Principal can approve leave request made by the employees.

- **Faculty leave history:** Principal can view all leaves and leave request made by a particular employee.
- **View Profile:** Principal can view their personal Information