## DEPARTMENT OF INFORMATION SCIENCE AND ENGINEERING ACHARYA INSTITUTE OF TECHNOLOGY

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Title of the Project: Leave management

# ABSTRACT

Navigating the leave management minefield without a leave management system is a tricky challenge. When you’re equipped only with conventional tools like paper forms, emails, and excel sheets, your chances of survival are pretty low. Even small missteps can cause disasters like resource crunch, payroll processing errors, and legal complications.

Despite the high impact on productivity and employee engagement, SMBs are not ready to revamp their awkward manual process of handling leave requests. At several SMBs, the employees are still running behind their managers with leave forms to get a signature. Whereas, the managers are scurrying around excel sheets to figure out leave balances.

Although some employers want to keep employees at work all the time, they need their fair share of time-off to rest and recuperate. An overworked employee is an unproductive one. Leave management is the process of managing employee time-off requests in a fair, accurate, and efficient way.

The responsibility of handling employee vacation requests falls onto the shoulders of supervisors, HR staff, and [workforce management](https://kissflow.com/hr/workforce-management/workforce-management-guide/) staff.

# Team Member Details

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