

Leave Request Process – Exercise

Scenario Description (Requirements)

1. Employees can submit leave requests with start and end dates. The system ensures dates are valid (no weekends or public holidays).
2. The system checks whether the leave request complies with company rules:
 - Employee has enough leave balance
 - Request respects the notice period
 - Request does not exceed maximum consecutive days allowed
3. If the request **passes the rules**, it goes to the employee's manager for review.
4. If the request **fails the rules**, it goes to HR for review.
5. Managers can approve, reject, or request adjustments to the leave request.
6. If a manager does not respond within three working days, the request automatically goes to HR.
7. Employees can adjust their leave requests if the manager requests changes; these updated requests are re-checked for compliance.
8. HR reviews requests that were escalated or did not comply with rules, and makes a final decision: approve, reject, or convert to unpaid leave.
9. Employees must be notified of the final decision.
10. Payroll must be adjusted for unpaid leave.
11. HR records must be updated with the final leave details.

Exercise – User Stories

1. Submit Leave Request

- **As an employee**, I want to submit a leave request with start and end dates so that my manager can review it.

2. Check Leave Rules

- **As the system**, I want to verify that the leave request complies with company rules so that only valid requests proceed.
- **Inputs**: employee leave balance, leave type, duration, notice period
- **Outputs**: request passes rules / request fails rules, with reason

3. Manager Review

- **As a manager**, I want to review valid leave requests and decide to approve, reject, or request changes.
- **As the system**, if the manager does not respond within three working days, the request should go to HR.

4. Adjust Request

- **As an employee**, I want to adjust my leave request if the manager requests changes so it can be reconsidered.

5. HR Review

- **As HR**, I want to review leave requests that failed rules or were escalated from managers so I can make the final decision.

6. Notify Employee

- **As the system**, I want to notify employees of the final decision so that they are informed.

7. Payroll Adjustment

- **As the system**, I want to adjust payroll for unpaid leave so that salaries are updated correctly.

8. Update HR Records

- **As the system**, I want to update HR records with the final leave details so that employee files are accurate.