**Office Leave Management Application**

### Introduction:

The Office Leave Management Application is a software solution designed to automate the leave management process in the office. The objective of this system is to simplify the leave application process, reduce administrative overhead, and improve the overall employee experience. This business requirement document outlines the functional and non-functional requirements of the Office Leave Management Application.

### Functional Requirements:

1. Employee Leave Application: The system should allow employees to apply for leave through the application with leave type, duration, and reason.
2. Leave Approval: The system should allow the employee's manager to approve or reject leave applications with comments.
3. Leave Balance Management: The system should track employee leave balances based on the company policy and maintain accurate leave records.
4. Calendar: The system should display the leave status of employees in the calendar view for quick reference.
5. Reporting: The system should generate reports on leave balances, leave history, and employee absenteeism.

### Non-Functional Requirements:

1. Security: The system should be secure and protect employee data from unauthorized access or disclosure.
2. Performance: The system should be able to handle a moderate number of users and leave transactions without any performance degradation.
3. Usability: The system should be user-friendly and easy to navigate for both employees and managers.
4. Compatibility: The system should be compatible with different devices and operating systems, including desktops, laptops, and mobile devices.
5. Scalability: The system should be scalable and able to handle an increasing number of users and leave transactions as the company grows.
6. Integration: The system should integrate with the company's HR management system for accurate employee data and leave policies.

### Conclusion:

The Office Leave Management Application is an essential requirement for companies to manage employee leave efficiently. The functional and non-functional requirements outlined in this business requirement document will ensure the successful implementation and adoption of the system.

**Database Template**

Table Name: Employees

Columns: employee\_id, name, email, phone\_number, department

Table Name: Leave\_Requests

Columns: leave\_request\_id, employee\_id, start\_date, end\_date, leave\_type, reason, status

Table Name: Leave\_Balances

Columns: leave\_balance\_id, employee\_id, leave\_type, balance