Leave Management Project:

Leave Management Portal is a project on web-based service developed for applying for leave. The portal can be used by the whole organization. Leave Application and management portal focuses on providing a one-stop platform to apply leaves by the employees and also helps human resource to manage the leaves.

The Portal not only provides the functionality to apply for leave, but it also manages other important functionalities of the HR. <AD authentication> provides the required security to the portal. The authentication enables a different login page for HR and for employees.
The authentication process takes the user to a specific login page. In the case of an employee, he/she are denied access to the HR functionalities. The functionalities of HR are uploading holiday list, introducing a new employee to the organization, uploading new projects of the organization and to manage leaves of the employees.
HR can also apply for leave and view his/her leave balance. The employee cannot access the functionalities of the HR. He can apply for leave and view his leave history.
There are additional features like notifications and email. The email is sent to Manager to officialize the leave application. The replied status of leave application is sent as approved or rejected via email.

The HR and the employees will play around this portal along with the leave policy of the respective organization. The organization has to maintain records of each and every employee's leaves
The project is developed for easing the process of leave management. The various features that are developed to improve the user experience are,
- · It provides a one-stop platform to view and apply leave.
- · The HR can easily upload the holiday list of the current year.
- · HR can easily upload the details of the projects of the organization.
- · HR can introduce new employee into the organization through a simple form.
- · HR can manage all the leaves applied by the employee.
- · The employees can view his/her leave balance

HR is generally treated as the Admin in this project. Initially, the Admin introduces an employee to the organization. The Admin will create an account for each employee by entering details of that particular employee in the form provided. Each employee gets an email through which a user can log in into his/her portal.
When the leave is approved by the Manager the mail is sent to the employee.

The Manager can view all the applied leaves and the details of all cleared leaves. The employee cannot approve or reject any leave.

· An employee can view his leave balance on the same page where he has the form to apply for leave.

· The user can apply for both single day leaves and multiple day leaves. After the leave is applied, it can be viewed in a separate tab.

· The employee gets a notification and official mail when his leave is approved or rejected.

· An employee can view all the holidays of the current year. The Employee can also view his details in his profile.

Common Leaves to be considered are as follows:
1. Sick Leave - 15 days
2. Casual Leave - 15 days
3. Personal Leave - 15 days

Some other categories of leaves would be :
1. Maternity Leave - 180 days
2. Paternity Leave - 30 days
3. Marriage Leave - 15days
4. Adoption Leave - 30days

Public holidays of FY'22 can be considered and it should have 5-working days calendar visible to employees.