# Automated Employee Leave Management System

## 🔍 Project Overview

This project focuses on streamlining the employee leave request and approval process using Power Automate. By integrating Microsoft Forms, Excel, SharePoint, and Outlook, the system eliminates manual interventions, enhancing efficiency and transparency in leave management.

## 🛠 Required Components

✔ Employee Leave Application Form (Created using Microsoft Forms / PowerApps / Excel with Data Validation)

✔ Employee Email (For submitting leave requests)

✔ Leave Team Email (For receiving leave requests)

✔ Manager Email (For approval notifications)

✔ SharePoint List & Document Library - For storing leave records

## 📜 Workflow Breakdown

1️⃣ Employee submits a leave request via Microsoft Forms, PowerApps, or an Excel-based form.

2️⃣ Power Automate is triggered when the leave request email is sent to LeaveTeam@gmail.com.

3️⃣ The request is logged in a SharePoint List & saved as an Excel record in the SharePoint Document Library.

4️⃣ An automated notification is sent to the employee informing them that their leave request is under review.

5️⃣ A separate flow is triggered upon new SharePoint List entry, sending an approval request to the Manager.

6️⃣ Manager reviews the leave request and responds via email with 'APPROVE' or 'REJECT', adding comments.

7️⃣ The leave status in SharePoint is updated dynamically, incorporating the manager’s decision and comments.

8️⃣ Final email notification is sent to the employee, confirming leave approval or rejection with remarks.

9️⃣ A Microsoft Teams message is optionally posted for team-wide visibility of approved leaves.

## 🚀 Impact & Advantages

✅ Automated leave tracking reduces HR workload and manual errors.

✅ Immediate notifications ensure faster approvals and streamlined communication.

✅ All leave records are centrally stored in SharePoint for compliance and auditing.

✅ No dependency on manual emails, reducing miscommunication.

✅ Scalable and customizable workflow to accommodate different departments and approval hierarchies. A screenshot of a computer

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