Software Requirement Specification (SRS)

Project Name: Employee Leave Management System
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Date:

1. Functional Requirements

Submitting Leave

1. The employee should be able to select the start date, end date, leave type, and reason for leave.

2. The system should check if the date is valid.

3. After submitting leave, the manager gets the notification request.

Manager Approval for Leave

1. The manager can see the list of employees' requests for leaves.

2. Approve/reject

3. The manager must type a comment for leave if rejecting.

4. Employee gets update on leave approval.

HR View

1. HR can see the entire list of employee leaves and updates.

2. HR Can Filter Employees by Month/Name

3. HR Can Export Data into EXCEL/PDF File.