Use Cases for Leave Tracking App

1. Submit Leave Request

- **Actor:** Employee
- **Description:** Employee logs into the Salesforce app and submits a leave request by selecting leave type (sick leave, vacation, casual, etc.), start and end dates, and reason.
- **Outcome:** Leave request is saved and routed to the reporting manager for approval.

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2. View Leave Balance

- **Actor:** Employee
- **Description:** Employee checks available leave balance (earned, sick, casual, etc.) before submitting a request.
- **Outcome:** Employee has visibility into their current leave entitlement and can plan accordingly.

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3. Approve/Reject Leave Request

- **Actor:** Manager
  Description: Manager receives a notification when an employee submits a leave request. Manager reviews the request and either approves or rejects it.
- **Outcome:** Employee is notified of the decision, and records are updated.

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4. View Team Leave Calendar

- **Actor:** Manager
- **Description:** Manager views a calendar of team members approved leaves to avoid scheduling conflicts.
- **Outcome:** Helps in resource planning and workload management.

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5. Track Leave History

- **Actor:** Employee
- **Description:** Employee views their past leave applications and statuses.

- **Outcome:** Provides transparency and helps employees track patterns.

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6. Generate Leave Reports

- **Actor:** HR Administrator
- **Description:** HR runs reports (monthly/quarterly/yearly) to analyze leave trends, absenteeism, and compliance with policies.
- **Outcome:** Data supports payroll processing and workforce planning.

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7. Define & Manage Leave Policies

- **Actor:** HR Administrator
- **Description:** HR sets leave entitlements, carry-forward rules, and approval hierarchies in Salesforce.
- **Outcome:** Policies are consistently applied across the organization.

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8. Automated Notifications & Reminders

- **Actor:** System
- **Description:** Salesforce automatically sends notifications to managers when a leave request is submitted and reminders for pending approvals. Employees get notified of approval/rejection.
- **Outcome:** Reduces delays in the process.