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# **Automation of Leave Application**

## **1. Description**

According to NITA-U Human Resources manual, all employees are entitled to leave and the institution ensures that all its employees take annual leave in order to refresh themselves with the objective of increasing health, efficiency and general well-being of the employee and improved performance of the Authority. Leave is categorized in the following, Annual, Sick, Maternity, Paternity, Compassionate, Terminal / Long term illness, Study leave with pay and Leave without pay.

Human resource (HR) department with liaison with Heads of department prepares a leave roster at the beginning of the financial year and is continuously maintained by HR. A person applying for leave will complete duly filled leave application form, appropriately approved by the line manager and the Executive Director, and shall be submitted to the Human Resource Department

Automation of the leave application will allow employees fill in there leave form online and submit for approval. System will automatically provide leave days entitled for each employee and show employees who are on leave.

## **2. Process Map**

| Name | **APPLICATION FOR LEAVE** |
| --- | --- |
| ID | 1 |
| Description | Employees apply for any category of leave online. It displays the number of days a person is entitled to and system deducts once leave is approved. It provides for approvals for Line Manager and Executive Director**.** |
| Actors | Staff, Line Manager, Director, Executive Director, Human resource Manager |
| Assumptions | * 24x7x365 Connectivity |
| Trigger | An individual going on leave |
| Pre-condition | * Leave Roaster developed * Number of days entered in the system |
| Post-Condition | * Approved leave * Automatic deduction of leave days |
| Main Course | 1. A person logs into UMCS application, selects Apply for Leave and completes application form. Person fills in type of leave, number of outstanding days are displayed. Selects the period of the leave, start and end days, days to be taken are auto generated. 2. He/She can upload any required supporting documentation depending on the leave type selected and submit the application form 3. Line manager is notified and logs onto the system for approval or rejection of the application.   IF  If Applications is approved, notification is sent to Head of Directorate  Else  Notification is sent to applicant for rejection of application   1. Head of Directorate logs on to the system and approves or rejects application   IF  Application is approved , notification is sent to Executive Director  Else  Notification is sent to applicant for rejection. Notification is also sent to Line Manager  5. Executive Director logs on to the system and approves or rejects application  IF  Application is approved , notification is sent to Applicant and HR  END |
| Exceptions | N/A |
| Business Rules | * Number of day should be auto generated depending on the leave roaster. * All employees should be mapped to line managers and supervisors according to the organization structure. * Application should be completed with attachments if any * Notify parties according to the work flow. |
| Reports from process | * Employees who have taken leave * Remaining number of days each employee has |

## **3. Leave Application Form**

|  | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Requirement #** | **Description** | **Populated By** | **Mandatory** | **Replicable** | **Comment** |
| 1.0 | Reference ID | System | Y | N | Sequential within year |
| 1.1 | Date | Date Format | Y | N | DD/MM/YYYY |
|  | Directorate | Drop Down:  1. ED Office  2. E-Government Services  3. Technical Services  4. Information Security  5. Planning  6. Legal and Regulatory Services  7. RCIP  8. Finance and Administration | Y | N |  |
| 1.2 | Name | Text | Y | N |  |
| 1.3 | Leave Type | Drop down   1. Annual 2. Sick 3. Maternity 4. Paternity 5. Compassionate 6.Terminal / Long term illness 6. Study leave with pay 7. Leave without pay | Y | N |  |
| 1.4 | Line Manager | Drop Down  Names of All Senior Managers | Y | N |  |
| 1.5 | Director | Drop Down  Names of All Directors |  |  |  |
| 1.6 | Outstanding Leave days | Auto generated number | Y | N |  |
| 1.7 | Start Date | Date Format | Y | N | DD/MM/YY |
| 1.8 | End Date | Date Format | Y | N | DD/MM/YY |
| 1.9 | Number of days taken | Number | Y | N |  |

## **4. Work Flow**

