

# LEAVE MANAGEMENT SYSTEM

## Abstract

The Leave Management System (LMS) is designed to streamline the process of managing employee leave requests within organizations. By automating and centralizing leave management, it enhances efficiency, reduces administrative overhead, and improves employee satisfaction. The LMS enables users to submit, approve, and track leave requests in real-time, providing transparency and clear communication between employees and management. Key features include an intuitive user interface, customizable leave policies, automated notifications, and robust reporting tools. The system is adaptable for organizations of various sizes and sectors, ensuring compliance with legal requirements and organizational policies.

### **Core Functionalities**

1. **User Authentication:**
  - Secure login for employees and managers.
  - Role-based access control to protect sensitive data.
2. **Leave Request Submission:**
  - Easy submission of leave requests through a user-friendly interface.
  - Options to specify leave type (e.g., vacation, sick leave, personal leave) and duration.
3. **Approval Workflow:**
  - Automated routing of leave requests to designate managers for approval.
  - Notification alerts for both employees and managers regarding request status.
4. **Leave Balance Tracking:**
  - Real-time visibility of available leave balances for employees.
  - Automatic updates to leave balances upon approval or denial of requests.
5. **Customizable Leave Policies:**
  - Ability to configure leave types, accrual rates, and approval workflows based on organizational needs.
6. **Reporting and Analytics:**
  - Comprehensive reporting tools to analyze leave trends, usage, and patterns.
  - Exportable reports for management review and compliance audits.
7. **Notifications and Reminders:**
  - Automated reminders for upcoming leaves, pending approvals, and policy updates.
  - Email and in-app notifications for enhanced communication.

**8. Mobile Access:**

- A responsive mobile app interface allowing users to manage requests on the go.
- Push notifications for real-time updates.

**9. Integration Capabilities:**

- Seamless integration with existing HR software and payroll systems.
- API access for custom integrations with other organizational tools.

**10. Proofs:**

- Facility to attach the proof regarding to the leave.

**Submitted to:**

Mrs. Richa Rawal

**Submitted by:**

Sonu Saini (21ESKIT300)

Yashpal Siyag (21ESKIT308)

Rahul Ahuja (21ESKIT302)

**Mentor:**

Dr. Sunita Gupta

**Signature of Project Mentor:** 