**Introduction:**

A leave request will be submitted electronically by an Employee and all the required approvals by any party involved will take place in the SQU Portal. This report describes in details this kind of request process. The following headings are in this Report:

* Leave e-Form.
* Approval/ Tracking Leaves Browser.
* Actions List.
* Request Status List.
* Leave Types List.
* Approvers List.
* Linking Normal (Annual) Leave with the Approvals required.
* Linking Sabbatical Leave with the Approvals required.
* Rules.
* Request Flow.

**Leave e-Form:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Leave Details** | | | | | |
| **Request Status**: **Waiting for Approval / Approved / Rejected** | | | | | |
| Request Number: *automatic* | | | Request Date: *automatic* | | |
| Leave Type: Normal *click to select other type* | | | | | |
| Leave Start Date: Date*calendar* | | | Leave End Date:Date*calendar* | | |
| Remarks: *free text entry* | | |  | | |
| **Other Required Details** | | | | | |
| Purpose/Plan: *free text entry* | | | | | |
| Return Date From Last Leave: Date*calendar or automatic from HR* | | | | | |
| Research ID (only for Sabbatical Leave): *list from HR or automatic from HR* | | | | | |
| Currently Holding Administrative Yes/No | | | Position:  *list or automatic from HR* | | |
| **Requester Details** | | | | | |
| Name: *automatic from HR* | | | SQU ID: *automatic from HR* | | |
| Job Title: *automatic from HR* | | | Grade: *automatic from HR* | | |
| Branch: *automatic from HR* | | | Department: *automatic from HR* | | |
| Section: *automatic from HR* | | | Date of Appointment: *automatic from HR* | | |
| **Delegated Employees** | | | | | |
| From Date | | To Date | | Employee Code | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
| **Approvals History Details** | | | | | |
| Approver | Date | | Action Taken | | Approver Remarks |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| **Action: Approve / Return / Reject** | | | Action Remarks: *free text entry* | | |

Tables proposed for the above screen

**Leave Details**

create table VHM\_EMP\_LEAVE\_REQUEST (

VHM\_LEAVE\_REQ\_NO VARCHAR2(10) not null,

VHM\_LEAVE\_REQ\_DATE DATE not null,

VHM\_LEAVE\_STATUS\_CODE VARCHAR2(10) not null,

VHM\_EMP\_CODE VARCHAR2(10) not null,

VHM\_EMP\_INTERNET\_USR\_ID VARCHAR2(100) not null,

VHM\_LEAVE\_START\_DATE DATE not null,

VHM\_LEAVE\_END\_DATE DATE not null,

VHM\_RETURN\_DATE DATE,

VHM\_LAST\_LEAVE\_RETURN\_DATE DATE,

VHM\_BRANCH\_CODE VARCHAR2(10) not null,

VHM\_DEPT\_CODE VARCHAR2(10) not null,

VHM\_SECTION\_CODE VARCHAR2(10) not null,

VHM\_GRADE\_CODE VARCHAR2(10) not null,

VHM\_DESG\_CODE VARCHAR2(10) not null,

VHM\_EMP\_JOB\_TYPE VARCHAR2(10) not null,

VHM\_LEAVE\_TYPE VARCHAR2(10) not null,

VHM\_LEAVE\_PURPOSE VARCHAR2(4000),

BDGID\_BUDG\_ID VARCHAR2(10),

VHM\_ADMIN\_HOLDING\_YN VARCHAR2(1),

VHM\_POSITION\_CODE VARCHAR2(10),

VHM\_HIERARCHY\_CODE VARCHAR2(10) not null,

VHM\_LEAVE\_REQUEST\_ACTIVE VARCHAR2(1) not null,

VHM\_LEAVE\_REQUEST\_REMARKS VARCHAR2(4000),

VHM\_LEAVE\_REQUEST\_CRE\_USR\_INIT VARCHAR2(3) not null,

VHM\_LEAVE\_REQUEST\_CRE\_DATE DATE not null,

VHM\_LEAVE\_REQUEST\_UPD\_USR\_INIT VARCHAR2(3),

VHM\_LEAVE\_REQUEST\_UPD\_DATE DATE,

constraint PK\_VHM\_LEAVE\_REQUEST primary key (VHM\_LEAVE\_REQ\_NO)

)

**Delegated Employees**

create table VHM\_EMP\_LEAVE\_REQUEST\_DELEGATION (

VHM\_LEAVE\_REQ\_NO VARCHAR2(10) not null,

VHM\_DELEGATED\_EMP\_CODE VARCHAR2(10) not null,

VHM\_ DELEGATED\_EMP\_BRANCH\_CODE VARCHAR2(10) not null,

VHM\_ DELEGATED\_EMP\_DEPT\_CODE VARCHAR2(10) not null,

VHM\_ DELEGATED\_EMP\_SECTION\_CODE VARCHAR2(10) not null,

VHM\_ DELEGATED\_EMP\_DESG\_CODE VARCHAR2(10) not null,

VHM\_ DELEGATED\_EMP\_GRADE\_CODE VARCHAR2(10) not null,

VHM\_ DELEGATED\_FROM\_DATE DATE not null,

VHM\_ DELEGATED\_TO\_DATE DATE,

VHM\_\_ DELEGATED \_REMARKS VARCHAR2(4000),

VHM\_\_ DELEGATED \_CRE\_USER\_INIT VARCHAR2(3) not null,

VHM\_\_ DELEGATED \_CRE\_DATE DATE not null,

VHM\_\_ DELEGATED \_UPD\_USER\_INIT VARCHAR2(3),

VHM\_\_ DELEGATED \_UPD\_DATE DATE,

constraint PK\_ VHM\_EMP\_LEAVE\_REQUEST\_DELEGATION primary key (VHM\_LEAVE\_REQ\_NO, VHM\_DELEGATED\_EMP\_CODE )

)

**Approvals History Details**

create table VHM\_EMP\_LEAVE\_REQUEST\_APPROVAL (

VHM\_LEAVE\_REQ\_NO VARCHAR2(10) not null,

VHM\_APP\_EMP\_CODE VARCHAR2(10) not null,

VHM\_APP\_INTERNET\_ID VARCHAR2(100) not null,

VHM\_APP\_HIERARCHY\_CODE VARCHAR2(10) not null,

VHM\_APP\_BRANCH\_CODE VARCHAR2(10) not null,

VHM\_APP\_DEPT\_CODE VARCHAR2(10) not null,

VHM\_APP\_SECTION\_CODE VARCHAR2(10) not null,

VHM\_APP\_DESG\_CODE VARCHAR2(10) not null,

VHM\_APP\_RECEIVED\_DATE DATE not null,

VHM\_APP\_ACTION\_DATE DATE,

VHM\_ACTION\_CODE VARCHAR2(10),

VHM\_APP\_REMARKS VARCHAR2(4000),

VHM\_APP\_CRE\_USER\_INIT VARCHAR2(3) not null,

VHM\_APP\_CRE\_DATE DATE not null,

VHM\_APP\_UPD\_USER\_INIT VARCHAR2(3),

VHM\_APP\_UPD\_DATE DATE,

constraint PK\_VHM\_LEAVE\_APPROVAL\_HISTORY primary key (VHM\_LEAVE\_REQ\_NO, VHM\_APP\_EMP\_CODE)

)

**Leave Status**

create table VHM\_LEAVE\_STATUS (

VHM\_LEAVE\_STATUS\_CODE VARCHAR2(10) not null,

VHM\_LEAVE\_STATUS\_DESC VARCHAR2(100) not null,

VHM\_LEAVE\_STATUS\_DESC\_ARABIC VARCHAR2(100) not null,

VHM\_LEAVE\_STATUS\_REMARKS VARCHAR2(4000),

VHM\_LEAVE\_STATUS\_ACTIVE VARCHAR2(1) not null,

VHM\_LEAVE\_STATUS\_CRE\_USR\_INIT VARCHAR2(3) not null,

VHM\_LEAVE\_STATUS\_CRE\_DATE DATE not null,

VHM\_LEAVE\_STATUS\_UPD\_USR\_INIT VARCHAR2(3),

VHM\_LEAVE\_STATUS\_UPD\_DATE DATE,

constraint PK\_VHM\_LEAVE\_STATUS primary key (VHM\_LEAVE\_STATUS\_CODE)

)

**Leave Action**

create table VHM\_LEAVE\_ACTIONS (

VHM\_ACTION\_CODE VARCHAR2(10) not null,

VHM\_ACTION\_DESC VARCHAR2(100) not null,

VHM\_ACTION\_DESC\_ARABIC VARCHAR2(100) not null,

VHM\_ACTION\_REMARKS VARCHAR2(4000),

VHM\_ACTION\_ACTIVE VARCHAR2(1) not null,

VHM\_ACTION\_CRE\_USR\_INIT VARCHAR2(3) not null,

VHM\_ACTION\_CRE\_DATE DATE not null,

VHM\_ACTION\_UPD\_USR\_INIT VARCHAR2(3),

VHM\_ACTION\_UPD\_DATE DATE,

constraint PK\_VHM\_LEAVE\_ACTIONS primary key (VHM\_ACTION\_CODE)

)

**Approval/ Tracking Leaves Browser:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Request No** | **Request Date** | **Start Date** | **End Date** | **Leave Type** | **Status** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The Database table Name for the above table isVHM\_EMP\_LEAVE\_REQUEST\_APPROVAL

**Actions List:**

|  |  |  |
| --- | --- | --- |
| **#** | **Action** | **Action** |
| 1 | Approve | موافقة |
| 2 | Return | إرجاع |
| 3 | Reject | رفض |

The Database table Name for the above table is VHM\_LEAVE\_ACTIONS

**Request Status List:**

|  |  |  |
| --- | --- | --- |
| **#** | **Status** | **Status** |
| 1 | Waiting for Approval | تنتظر الموافقة |
| 2 | Approved | تمت الموافقة |
| 3 | Rejected | رفضت |

The Database table Name for the above table is VHM\_LEAVE\_STATUS

**Leave Types List:**

|  |  |  |
| --- | --- | --- |
| **#** | **Leave Type** | **Leave Type** |
| 1 | Normal (Annual) Leave | إجازة اعتيادية |
| 2 | Sabbatical Leave | إجازة تفرغ علمي |

The Database table Name for the above table is VHM\_LEAVE\_TYPE

**Approvers List:**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Hierarchy** | **Hierarchy** | **Level** |
| 1 | Vice Chancellor | رئيس الجامعة | 5 |
| 2 | Deputy Vice Chancellor | نائب رئيس الجامعة | 10 |
| 3 | General Director | مدير عام | 15 |
| 4 | Deputy General Director | نائب مدير عام | 20 |
| 5 | Dean | عميد | 25 |
| 6 | Center Director | مدير مركز | 25 |
| 7 | Directorate Director | مدير دائرة | 25 |
| 8 | Assistant Dean | مساعد عميد | 30 |
| 9 | Administrative Director | مدير إداري | 30 |
| 10 | Deputy Director | نائب مدير | 30 |
| 11 | Assistant Administrative Director | مساعد مدير إداري | 35 |
| 12 | HOD-Admin | رئيس قسم إداري | 40 |
| 13 | HOD-Academic | رئيس قسم اكاديمي | 40 |
| 14 | Assistant HOD-Admin | مساعد رئيس قسم إداري | 45 |
| 15 | Assistant HOD-Academic | مساعد رئيس قسم أكاديمي | 45 |
| 16 | Employee | موظف | 50 |

The Database table Name for the above table is VHM\_HIERARCHY

**Linking Normal (Annual) Leave with the Approvals required:**

|  |  |
| --- | --- |
| **Hierarchy** | **Order** |
| *The level above the requester* | 1 |
| Administrative Director | 2 |

The Database table Name for the above table is VHM\_LEAVE\_HIERARCHY\_LINK

**Linking Sabbatical Leave with the Approvals required:**

|  |  |
| --- | --- |
| **Hierarchy** | **Order** |
| HOD-Academic | 1 |
| Dean | 2 |
| Deputy Vice Chancellor | 3 |
| Vice Chancellor | 4 |

The Database table Name for the above table is VHM\_LEAVE\_HIERARCHY\_LINK

**Linking Leave with Approval Required**

create table VHM\_LEAVE\_HIERARCHY\_LINK (

VHM\_LEAVE\_TYPE VARCHAR2(10) not null,

VHM\_HIERARCHY\_CODE VARCHAR2(10) not null,

VHM\_LEAVE\_HIER\_REMARKS VARCHAR2(4000),

VHM\_LEAVE\_HIER\_ACTIVE VARCHAR2(1) not null,

VHM\_LEAVE\_HIER\_CRE\_USR\_INIT VARCHAR2(3) not null,

VHM\_LEAVE\_HIER\_CRE\_DATE DATE not null,

VHM\_LEAVE\_HIER\_UPD\_USER\_INIT VARCHAR2(3),

VHM\_LEAVE\_HIER\_UPD\_DATE DATE,

constraint PK\_VHM\_LEAVE\_HIERARCHY\_LINK primary key (VHM\_LEAVE\_TYPE, VHM\_HIERARCHY\_CODE)

)

**Note:**

All above new tables shall be created in the SHMAIN schema and create synonyms for them in the EMPINFO schema. For the existing tables, the owner is SHMAIN and synonyms for them should be created in the EMPINFO schema.

**Rules:**

* Any Employee can request a Normal (Annual) Leave
* Only the Academic Employee can request a Sabbatical Leave.
* When the Employee who is required to approve a leave is not available, then the delegated Employee or the above Employee will be considered.
* A delegated Employee must be specified for leaves of more than 5 days.
* Research info is required for Sabbatical Leave.
* Based on the Employee Designation in HR, Hierarchy Level will be obtained.
* For each Requester, the Branch, Department, Section, Grade, Designation, & his/her Internet ID will be captured and saved with the request details.
* The Employee ID, & Designation of the approver will be captured and stored as well as his Internet ID.
* For the Normal Leave, at the time of creating a leave transaction by an employee a record should be inserted to the Approval History details table and the approver (direct HOD) should be the employee who has the level above the requester in the same branch and department. After changing the action to “Approve” a record should be inserted to the same table for Administrative Director approval.
* For the Sabbatical Leave, at the time of creating a leave transaction by an academic employee a record should be inserted to the Approval History details table and the approver (direct HOD) should be the employee who has the level above the requester in the same branch and department. After changing the action by the direct HOD to “Approve” a record should be inserted to the same table for Dean approval. After approving the transaction by the dean another record should be inserted for the Deputy Vice Chancellor Approval. After changing the action by Deputy Vice Chancellor to “approve” a record should be inserted to the same table for the Vice Chancellor approval.
* An Email will be sent to inform everyone about a leave approval/change.
* The requestor should see the Leaves Browser to see all owned requests.
* A function will be called from HR for each Employee to enable Leaves Browser as an approver to list all leave requests for the corresponding Branch & Department. The function shall return the hierarchy, Branch, & Department.
* Based on the next required approval for a request and based on the approver Hierarchy, the Action List will be enabled.
* The Request will be returned to the Requester for updates, when the Return Action is used.
* Files attachment is necessarily for some leave types.

**Request Flow:**

Start

Submit

Request

Approval(s) Decision?

Reject

Return

End

Move the Leave to HR Process

No

Yes

Last Approval?

Approve