**Requirement Document: Leave List Management System**

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**1. Introduction**

This document outlines the requirements for the "Leave List Management System" module. The purpose of this module is to provide HR administrators and potentially managers with a comprehensive tool to view, filter, and manage employee leave requests. It aims to improve the efficiency and accuracy of leave tracking within the organization.

**2. Business Goals**

* Streamline Leave Management: Provide a centralized system for viewing and managing all employee leave requests.
* Improve Data Accuracy: Ensure that leave records are accurate and up-to-date.
* Enhance Reporting Capabilities: Enable easy searching and filtering of leave data for reporting and analysis.
* Increase Efficiency: Reduce the manual effort involved in tracking and approving leave.

**3. Scope**

The scope of this document focuses on the functionalities related to viewing, searching, and filtering leave requests. It includes features for specifying date ranges, leave status, leave type, employee name, and sub-unit.

Out of Scope:

* Submission of new leave requests by employees.
* Approval workflow for leave requests (beyond viewing status).
* Integration with payroll or timekeeping systems.
* Detailed leave balance calculations (only display as currently shown).
* Notifications related to leave requests.

**4. Stakeholders**

* HR Administrators
* Department Managers (potentially)
* Employees (indirectly, as their leave will be managed here)

**5. Functional Requirements**

**5.1. Leave List Display (FR-001)**

* Description: The system shall display a list of all leave records that match the applied search criteria.
* Details:
  + FR-001.1: The default view of the "Leave List" page shall show "No Records Found" initially if no search criteria are applied or no records exist.
  + FR-001.2: When search criteria are applied and records are found, the system shall display the following columns:
    - Date (of leave request/application)
    - Employee Name
    - Leave Type
    - Leave Balance (Days)
    - Number of Days (requested leave)
    - Status (e.g., Pending Approval, Approved, Rejected)
    - Comments
    - Actions (e.g., View Details, Edit, Delete - *if applicable and within scope*)
  + FR-001.3: The table columns shall be sortable (as indicated by the sort icons in the screenshot, though not explicitly listed in the current display).

**5.2. Search and Filtering Capabilities (FR-002)**

* Description: The system shall provide robust search and filtering options to narrow down the leave list.
* Details:
  + FR-002.1: From Date / To Date (Date Range Filter)
    - Users shall be able to specify a "From Date" and "To Date" to filter leave requests within a specific period.
    - The default "From Date" shall be the first day of the current year (e.g., 2025-01-01).
    - The default "To Date" shall be the last day of the current year (e.g., 2025-12-31).
    - A calendar picker shall be available for easy date selection.
  + FR-002.2: Show Leave with Status Filter
    - Users shall be able to select one or more leave statuses from a dropdown list to filter leave requests.
    - The dropdown shall include statuses such as "Pending Approval", "Approved", "Rejected", "Cancelled", etc. (based on actual system statuses).
    - The screenshot indicates "Pending Approval" is a default or pre-selected status; the system should allow selection of other statuses.
    - This field shall be marked as "Required".
  + FR-002.3: Leave Type Filter
    - Users shall be able to select a "Leave Type" from a dropdown list (e.g., Annual Leave, Sick Leave, Casual Leave, Bereavement Leave).
    - Selecting " -- Select -- " shall indicate no specific leave type filter.
  + FR-002.4: Employee Name Filter
    - Users shall be able to type an "Employee Name" to search for leave requests associated with a specific employee.
    - The field should provide hints or auto-completion as the user types (if feasible and within design).
  + FR-002.5: Sub Unit Filter
    - Users shall be able to select a "Sub Unit" from a dropdown list to filter leave requests by organizational sub-unit.
  + FR-002.6: Include Past Employees Toggle
    - A toggle switch labeled "Include Past Employees" shall be available.
    - When this toggle is ON, leave requests from past (terminated) employees should be included in the search results.
    - When this toggle is OFF (default), only leave requests from current employees should be displayed.
  + FR-002.7: Search Button
    - A "Search" button shall initiate the filtering process based on the selected criteria.
  + FR-002.8: Reset Button
    - A "Reset" button shall clear all selected search criteria fields and revert them to their default states.
    - Clicking "Reset" should also clear the search results and display "No Records Found" or the default list if applicable.

**6. Non-Functional Requirements**

**6.1. Performance (NFR-001)**

* NFR-001.1: Search results should be displayed within 3 seconds for up to 10,000 records.
* NFR-001.2: Page load time for the "Leave List" page should be less than 2 seconds.

**6.2. Usability (NFR-002)**

* NFR-002.1: The user interface shall be intuitive and easy to navigate for HR administrators.
* NFR-002.2: All interactive elements (buttons, dropdowns, text fields) shall be clearly labeled and functional.
* NFR-002.3: Error messages (e.g., invalid date format) should be clear and actionable.

**6.3. Security (NFR-003)**

* NFR-003.1: Access to the "Leave List" module shall be restricted to authorized users (e.g., HR Administrators, Managers with appropriate permissions).
* NFR-003.2: Data displayed on the "Leave List" should be protected from unauthorized access or modification.

**6.4. Reliability (NFR-004)**

* NFR-004.1: The system shall be available 99.5% of the time during business hours.
* NFR-004.2: Data integrity shall be maintained during search, filter, and display operations.

**6.5. Maintainability (NFR-005)**

* NFR-005.1: The system's codebase should be well-documented and follow established coding standards to facilitate future enhancements and bug fixes.

**6.6. Scalability (NFR-006)**

* NFR-006.1: The system should be able to handle an increasing number of leave records and concurrent users without significant performance degradation.

**7. User Interface (UI) Expectations (Based on Screenshot)**

* Layout: The layout should mirror the provided screenshot, with search filters at the top and the results table below.
* Date Pickers: The "From Date" and "To Date" fields should have integrated calendar icons for date selection.
* Dropdowns: All dropdowns should provide a clear "-- Select --" option and populate with relevant data (e.g., Leave Statuses, Leave Types, Sub Units).
* Buttons: "Reset" and "Search" buttons should be clearly visible and functional.
* Placeholder Text: Text fields like "Employee Name" should have descriptive placeholder text (e.g., "Type for hints...").
* Status Tag: The "Pending Approval" tag (if it's a dynamic indicator of records) should be displayed clearly.
* "No Records Found" Message: The system should clearly display "No Records Found" when no data matches the criteria.

**8. Data Requirements**

* Leave Records: The system will need access to a database containing leave request information, including:
  + Leave Date (Application Date)
  + Employee ID
  + Employee Name
  + Leave Type
  + Leave Balance (current for the employee, or at the time of leave application)
  + Number of Days (requested)
  + Leave Status
  + Comments
  + Supervisor ID (for potential future linking/filtering)
  + Sub Unit ID
  + Employee Status (current/past)

**9. Assumptions**

* The system has access to a central employee database for retrieving employee names, IDs, sub-units, and employment status.
* Leave types and statuses are pre-defined and configurable.
* Leave balance information is accessible and accurate.
* Authentication and authorization mechanisms are handled by a broader system and integrated with this module.

**10. Open Issues / Questions**

* What are all possible "Leave Status" values?
* What are all possible "Leave Type" values?
* What are the "Actions" available for each leave record (e.g., view details, edit, delete)? Are these within the current phase's scope?
* Is there a pagination requirement for the results table if many records are found?
* Will managers have access to this module, and if so, will their view be restricted to their direct reports or specific sub-units?