Functional Requirement Document (FRD)

Leave Management Module

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1. Introduction

1.1 Purpose

This document outlines the functional requirements for the Leave Management Module within the Human Resources (HR) software system. The goal is to automate and streamline the leave application, approval, tracking, and reporting processes, ensuring alignment with company policies.

1.2 Scope

The Leave Management Module will provide the following functionalities:

For Employees:

- Request and track leaves
- View leave balances
- Monitor the approval process

For Managers and HR Personnel:

- Review leaves requests
- Enforce leave policies
- Monitor leave balances
- Generate leave reports

1.3 Assumptions

- The module will be integrated with the existing HRMS system.
- Users will access the module via a web-based interface.
- All users will have unique credentials and role-based access.

2. Stakeholders

Role	Responsibility
Employees	Submit leave requests, view leave balances
Managers	Approve/reject leave requests for subordinates
HR	Define leave policies, manage accruals, generate reports
System Admin	Configure roles, permissions, and workflows

3. Functional Requirements

3.1 Leave Types and Policies

FR-3.1.1: The system shall support multiple leave types:

- Annual Leave (10 days)
- Casual Leave (6 days)
- Compassionate Leave (3 days)
- Maternity Leave (98 days)
- Medical Leave (30 days)
- Unpaid Leave (20 days)

Probationary employees can select only Casual Leave and Unpaid Leave. All leave types will be available only after the employee becomes permanent.

FR-3.1.2: HR users shall be able to define:

- Maximum allowed days per leave type
- Eligibility criteria (e.g., employment duration)
- Paid or unpaid status
- Documentation requirements (e.g., medical certificate)

FR-3.1.3: Leave types shall support location-specific or department-specific configurations.

3.2 Leave Application and Approval Process

FR-3.2.1: Employees shall be able to:

- Select leave type from a dropdown (e.g., Annual Leave with remaining balance)
- Select leave dates from calendar; system calculates total days
- Provide a reason for leave
- Assign a delegate for responsibilities during absence

FR-3.2.2: Employees shall be able to upload supporting documents, if required.

FR-3.2.3: The system shall display total leave days requested and verify availability within the quota.

FR-3.2.4: Employees shall be able to Submit their leave request for approval.

FR-3.2.5: The system shall support multi-level approval workflows configurable by HR or department heads.

FR-3.2.6: Department heads shall receive notifications and can approve, reject, or request changes with comments.

FR-3.2.7: The system shall notify employees of the request status (approved/rejected/pending).

3.3 Leave Balance Calculation

FR-3.3.1: The system shall maintain real-time leave balances for all types.

FR-3.3.2: Leave balances shall auto-update upon approval.

FR-3.3.3: Partial-day and half-day leaves shall be supported and accurately deducted.

3.4 Accrual and Carry-Forward Rules

FR-3.4.1: HR shall configure:

- Monthly or yearly accrual rules
- Pro-rated accruals (based on joining date)
- Carry-forward limits per type
- Expiry rules (e.g., expire after 1 year)

FR-3.4.2: The system shall auto-calculate and update accrued leave.

FR-3.4.3: The system shall restrict leave applications if the balance is insufficient (except unpaid leave).

3.5 Holiday and Weekend Logic

FR-3.5.1: The system shall maintain a holiday calendar (global, regional, company-specific).

FR-3.5.2: The system shall:

- Exclude holidays and weekends from calculations (as per policy)
- Support custom weekend settings (e.g., Sat–Sun, Fri off)

FR-3.5.3: HR shall be able to update holidays as needed.

3.6 Role-Based Access

FR-3.6.1: The system shall support the following user roles:

- **Employee**: Apply for and view personal leave data
- **Manager**: Approve/reject leave, view team calendars
- **HR**: Configure rules, manage data, generate reports
- **System Admin**: Manage system-wide settings and user permissions

FR-3.6.2: Role-specific dashboards shall show relevant KPIs and pending actions.

3.7 Reports and Notifications

FR-3.7.1: The system shall generate reports on:

- Leave balances (employee/department)
- Leave history
- Departmental leave utilization
- Upcoming planned leaves

FR-3.7.2: Reports shall be exportable (Excel, PDF).

FR-3.7.3: Alerts/notifications shall be sent via:

- Email (approvals, rejections, reminders)
- In-system messages (e.g., dashboard alerts)

4. Non-Functional Requirements

1. **Performance**
   - The system should respond quickly and process tasks efficiently.

2. **Availability**
   - Users should be able to access the system 24/7, except for scheduled maintenance.

3. **Scalability**
   - The system must be designed to grow smoothly as user demand or data volume increases, without requiring major changes.

4. **Security**
   - User data must be stored securely using encryption.
   - Only authorized users should be able to access or modify leave records.

5. **Usability**
   - The system should have an intuitive and user-friendly interface, accessible by both desktop and mobile browsers.

6. **Maintainability**
   - The system should be modular and easy to update or enhance without major downtime.

7. **Backup and Recovery**
   - Daily automatic backups must be performed, and data should be able to be restored quickly in case of failure.

8. **Compliance**
   - The system must comply with relevant data protection laws and internal HR policies.

9. **Localization**
   - The system should support multiple languages (e.g., English and Burmese).

5. User Interface Requirements

- **UI**: Clean, responsive, and mobile-friendly
- **Calendar View**: For applying and tracking leaves
- **Dashboards**: Role-based summaries and pending actions

6. Dependencies

- **Payroll Integration**: Reflect impact of paid/unpaid leave on salaries
- **Attendance Integration**: Sync with time-tracking systems for accurate records