

# Leave Management System Documentation Form

System Administrator

June 10, 2025

## System Documentation Form

This form documents the key components and configurations of the Leave Management System (LMS), a Django-based application for managing employee leave requests and balances.

### System Information

System Name: Leave Management System (LMS)

Version: 1.0

Deployment Date: June 10, 2025

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### System Architecture

Framework: Django

Database: MySQL (lms\_db)

Frontend: HTML, Bootstrap CSS

Server: Django Development Server

### Database Schema

The system uses the following models:

- Employee:
  - Fields: `employee_id(Integer, PK)`, `full_name(Char)`, `position(Char, choices)`, `employment_date(Date, null DjangoAbstractUser`
- LeaveBalance:
  - Fields: `leave_id(AutoField, PK)`, `employee(OneToOneEmployee)`, `annual_leave_balance(Integer, default 20)`, `sick_leave_balance(Integer, default = 15)`

- LeaveRequest:
  - Fields: `request_id(AutoField, PK)`, `employee(ForeignKeyEmployee)`, `leave_type(Char, choices)`, `start_date(Pending)`, `submitted_date(DateTime, auto)`, `rejection_comment(Text, nullable)`

## Key Features

- Employee login with Employee ID and password.
- Employee dashboard to view balances, submit requests, and track request status.
- Manager dashboard to review and approve/reject leave requests.
- Automatic balance updates upon leave approval.
- Admin panel for managing employees, balances, and requests.

## Configuration Details

Settings File: `settings.py`

Key Settings:

- `INSTALLED_APPS: django.contrib.auth, lms_app`
- `DATABASES: Configured for SQLite(default)`
- `AUTH_USER_MODEL: lms_app.Employee`

URLs: Configured in `urls.py` (`login`, `logout`, `dashboard`, `manager_dashboard`)

## Dependencies

- Django (version specified in `requirements.txt`)
- Python 3.8.1
- Bootstrap (for frontend styling)

## Maintenance Notes

- Regular database backups using Django `dumpdata` or DBMS tools.
- Monitor server logs for errors (`DEBUG=True` in development).
- Update Django and dependencies regularly.
- Secure admin panel with strong credentials and HTTPS.

## Signatures

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