# HR Leave Management System Requirements

Build a web-based HR Leave Management System that allows employees to submit requests for time off and managers to approve or reject them.

## User Roles

The application has three roles, map them to the built-in roles in Pave:

- **Employee - Can view and manage their own leave requests**
- **Manager - Can approve/reject leave requests from direct reports**
- **Administrator (HR) -** Full system access

## Employee Features

Employees can:

- Sign in to the application.
- View their remaining leave balance.
- Submit a leave request.
- Choose a leave type:
    - Vacation (PTO)
    - Sick Leave
    - Unpaid Leave
    - Other
- Select start and end dates.
- Request either a full day or half day.
- Add an optional comment.
- View the status of all previous requests.
- Cancel a request that has not yet been approved.
- View a calendar showing approved absences for their team.

## Manager Features

Managers can:

- View all leave requests submitted by employees they manage.
- Approve or reject requests.
- Add an optional comment when approving or rejecting.
- View a team calendar showing approved leave.
- See each employee's remaining leave balance.

## Administrator Features

Administrators can:

- Create, edit, and deactivate employees.
- Assign each employee to a manager.
- Set each employee's annual leave balance. New employees receive **20 vacation days by default**.
- Manually adjust an employee's remaining leave balance.
- Manage the list of leave types.
- Manage the company holiday calendar.
- View all leave requests across the company.
- Approve or reject any request.

## Leave Balance Rules

- Every employee starts with **20 vacation days** unless configured differently.
- Only approved Vacation (PTO) requests reduce the employee's remaining balance.
- Sick Leave, Unpaid Leave, and Other leave types do not affect the vacation balance.
- The system prevents employees from requesting more vacation days than they have remaining.

## Request Workflow

Each request has one of the following statuses:

- Pending
- Approved
- Rejected
- Cancelled

A new request is submitted as **Pending**.

Managers (or Administrators) can approve or reject it.

Employees can cancel requests that are still pending.

## Dashboard

### Employee Dashboard

- Remaining vacation balance
- Upcoming approved leave
- Pending requests
- Recent request history

### Manager Dashboard

- Pending approvals
- Team leave calendar
- Employees currently on leave

### Administrator Dashboard

- Total employees
- Pending requests
- Employees currently on leave
- Company leave calendar

## Reporting

Administrators can export leave requests as CSV, filtered by:

- Employee
- Department
- Leave type
- Status
- Date range

## Security

- Employees can only access their own information.
- Managers can access only employees assigned to them.
- Administrators have full access.

## User Interface

Use a clean, modern interface with:

- Dashboard overview cards
- Tables with search and filtering
- Calendar view
- Leave request form
- Approval screen
- Employee management page