

## HCM Use Case 06: Leave and Absence – Self Service

**Description:** Leave and Absence – Self Service allows employees to request different leave types directly in the system, and provides specific workflows for the different leave types, together with mandatory document upload for supporting documentation where required.

**Pre-conditions:**

System is running in normal conditions. The User has the required permissions to access the functionality described in the Use Case.

**Post conditions:**

Employee can see his/her absence status, absence history and leave accrued balances. Employee can apply for leave of absence online. Application for leave is validated on business conditions and routed for approval.

ID	User	HCM	HCM-FR-#	Associated requirements/Comments
<b>UC601: Leave and Absence – Absence Dashboard, Self Service leave application and approval for Annual Leave</b>				
UC601	From the Absence Dashboard, staff applies for planned Annual Leave.	<p>Absence Dashboard is used as reference by the staff for planning future leave and understanding the balance position of various leave types. The dashboard displays all the past leave taken and due dates of future leave, such as Home Leave and R&amp;R leave.</p> <p>The dashboard also displays the absence calendar of colleagues working in same team/unit to avoid the overlaps and organized planning of future leave</p> <p>User should be able to see his/her Annual Leave Balance before applying for Annual Leave</p> <p>System should allow to apply planned or confirmed leave</p>	<p>HCM-FR-305                      HCM-FR-341                      HCM-FR-342                      HCM-FR-344                      HCM-FR-345                      HCM-FR-346                      HCM-FR-347                      HCM-FR-349</p>	<p><b>Requirements and outcome:</b></p> <p>Dashboard displays listing and details for decision support</p> <p>Ability to initiate self-service transaction with necessary validations</p>

	Staff enters start date and end date, fields for additional information fields emergency contact, address are enabled and made mandatory	System calculates the absence duration automatically	HCM-FR-309	
	Staff submits leave request for approval	<p>If absence duration is more than leave balance, then user is stopped from submitting the leave. Error message displayed informing the shortage of leave balance</p> <p>If staff enters the past dated annual leave as 'Planned Leave' then the error message should be displayed detailing the error and stopping the user from applying the leave</p> <p>If all the data is accurate and valid then the leave is routed to first level supervisor for approval</p>		<p><b>Requirements and outcome:</b></p> <p>Routing of transaction to approval authority</p> <p><b>Exceptions and validations:</b></p> <p>If staff supervisor is missing then error message displays that approval path cannot be created, the application will be escalated to second level supervisor</p> <p>Leave end date should be greater than leave start date</p>
	First level supervisor approves (or rejects) the leave request	<p>Upon approval by first level supervisor the leave is saved</p> <p>Approved leave is displayed on absence dashboard</p>		
<b>UC601: Annual leave request is validated, approved and saved</b>				
<b>UC602: Leave and Absence – Absence Dashboard, Self Service leave application and approval for Home Leave</b>				
UC602	Staff applies for planned Home Leave, planned Home Leave Dates should be within +/- 6 Months from Home Leave Due Date.	Staff home leave is due for every 12 or 24 months depending upon the duty station of the staff member. The home leave cycle (12/24 months) should be part of master data management set at duty station level	HCM-FR-305 HCM-FR-341 HCM-FR-342 HCM-FR-346 HCM-FR-347 HCM-FR-349	<p><b>Exceptions and validations:</b></p> <p>Only international professional is eligible of Home Leave, if General Services staff applies for Home Leave then system</p>

		If home leave cycle is 12 months, then staff should accrue 2 points for every completed month of contract and 1 point if home leave cycle is 24 months. Once staff accrues 24 points, he/she would become eligible for Home leave		stops him with error message.
	Staff selects Home Leave and enters start date and End Date  Additional information fields Home Leave Destination and Number of travel days enabled only for Home Leave	If staff member leave 'Number of Travel Days empty' then system should display warning message 'If Travel Days Left empty, then number of travel days will be considered 0' and allow the application to proceed forward  If leave dates are in past for planned Home Leave, then system should display error message 'Planned leave dates should be in future' and stop application from proceeding forward.	HCM-FR-309	<b>Exceptions and validations:</b>  If staff supervisor is missing then error message that approval chain cannot be formed the application will be escalated to second level supervisor  Leave end date should be greater than leave start date
	Staff submits the Home Leave request for approval	Error free and duly completed leave application is routed to staff supervisor, followed by HR Administrator		<b>Requirements and outcome:</b>  Routing of transaction to approval authority (HR Administrator)
	First level supervisor approves.  HR Administrator enters additional field 'Home Leave Lumpsum amount' and approves the application.	Leave is approved and saved in database. The planned leave is reflected on absence dashboard  Payroll element entry is created for Home Leave Lumpsum amount for processing and payment		
<b>UC602: Home leave request is validated, approved and saved. Payroll element entry is created for Home Leave Lumpsum amount</b>				