SUMMARY					
ID	UC-4				
Name	Review Vacation Request (Approval / Rejection)				
Goal	Enable managers, HR, and the General Manager to review, approve, or reject employee vacation requests.				
Actors	Direct Manager, HR, General Manager				
TRIGGERS					
Trigger	rigger A vacation request is submitted by an employee and routed for review.				
PRE-CONDITIONS					
1	Employee has submitted a valid vacation request.				
2	System has routed the request to the current reviewer (Manager, HR, or General Manager).				
3	Reviewer has access to the vacation management system (web or mobile).				
BASIC FLOW (MAIN SUCCESS SCENARIO)					
#	Reviewer Action	viewer Action System Response			
1	Reviewer opens the vacation request from their dashboard or notification link.	System displays request details in read-only mode.			
2	_	System shows Employee Name, Employee ID, Department, Vacation Type, Start Date, End Date, Period, Notes, and Attachments (if any).			
3	Reviewer enters a mandatory reason in the 'Reason for Accept/Reject' textarea.	System validates that input is provided.			
4	Reviewer clicks 'Approve'.	System records approval, updates status, and routes to the next level (HR or General Manager).			
5	Reviewer clicks 'Reject'.	System records rejection, updates status to 'Rejected', and notifies the employee immediately.			
6	General Manager approves final request. System finalizes approval and updates the employee's vacation balance.				
BUSINESS VALIDATION RULES					
Rule ID	Description		Condition	Message ID	
BV-401	Reason for decision is mandatory for all reviewers.		reason != null && reason.trim() != "	MSG-401	
BV-402	Attachments are mandatory for sick leave requests.		vacationType == 'Sick' → attachments.length > 0	MSG-402	
BV-403	Vacation balance is updated only after General Manager approval.		approver == GeneralManager && decision == 'Approve'	MSG-403	
BV-404	System auto-escalates pending requests after 2 days.		approvalPending > 2 days	MSG-404	
EXCEPTIONS (ERROR CONDITIONS)					
ID	At Step	Issue	Resolution		
EX-1	Step 3	Reviewer tries to approve/reject without entering a reason.	System blocks action and displays error message MSG-401.		
EX-2	Step 2	Sick leave request submitted without attachments.	System blocks progression and prompts employee to upload mandatory attachments.		
EX-3	Step 4	Approval delayed more than 2 days.	System auto-escalates to the next reviewer and sends notification.		
POST-CONDITIONS					
1	Request status updated (Approved, Rejected, or Escalated).				
2	Employee notified of decision outcome.				
3	Vacation balance updated upon final approval by the General Manager.				
4	System logs reviewer decision, reason, and timestamp for audit purposes.				
NOTES					
Note	System supports review and decision on both web and mobile platforms.				
Note	Notifications contain only the header with a link to the system for full details.				
Note	All request details are displayed in read-only mode to reviewers.				
Note	Maintain audit trail of all review actions including reasons and timestamps.				