SUMMARY

ID	UC-5
Name	Review Vacation Cancellation Request
Goal	Enable HR and Managers to review and take action (approve or reject) on submitted vacation cancellation requests.
Actors	Manager, HR

TRIGGERS

Trigger	An employee submits a vacation cancellation request, which is routed to HR/Manager for review.

PRE-CONDITIONS

1	A valid vacation cancellation request has been submitted by an employee.
2	The original vacation request must be in Pending or Approved status.
3	Vacation must not have started (current date < start date).
4	Reviewer (HR/Manager) has access to the system on web or mobile.

BASIC FLOW (MAIN SUCCESS SCENARIO)

#	Reviewer Action	System Response
1	Reviewer opens the vacation cancella-tion request from dashboard or notification.	System displays both original vacation request details and cancellation request details in read-only mode.
2	—	System shows Employee Name, Employee ID, Department, Vacation Type, Start Date, End Date, Period, Notes, Attachments.
3	—	System shows Cancellation Request ID, Original Request ID, Cancellation Submitted Date/Time, and Cancellation Reason.
4	Reviewer enters a mandatory reason in 'Reason for Accept/Reject' textarea.	System validates that input is provided.
5	Reviewer clicks 'Approve Cancellation'.	System records approval, updates status, notifies HR and Manager, and links cancellation with the original request.
6	Reviewer clicks 'Reject Cancellation'.	System records rejection, updates status to 'Rejected', and notifies the employee immediately.

BUSINESS VALIDATION RULES

Rule ID	Description	Condition	Message ID
BV-501	Cancellation must occur before vacation start date.	currentDate < vacationStartDate	MSG-501
BV-502	Only Pending or Approved requests are eligible for cancellation.	status ∈ {Pending, Approved}	MSG-502
BV-503	Reviewer must provide a decision reason.	reason != null && reason.trim() != ''	MSG-503

EXCEPTIONS (ERROR CONDITIONS)

ID	At Step	Issue	Resolution
EX-1	Step 1	Reviewer attempts to review cancellation for a vacation already started.	System blocks review and shows error MSG-501.
EX-2	Step 1	Original request status is not Pending or Approved.	System blocks cancellation review and shows error MSG-502.
EX-3	Step 4	Reviewer attempts to approve/reject without providing a reason.	System prevents action and displays er-ror MSG-503.

POST-CONDITIONS

1	Cancellation request status is updated to Approved or Rejected.
2	If Approved: Vacation request is officially cancelled, HR and Manager are notified.
3	If Rejected: Employee notified, original vacation request remains active.
4	System maintains audit trail linking original and cancellation requests.

NOTES

Note	All original and cancellation request details are read-only for reviewers.
Note	Cancellation review is accessible from both web and mobile platforms.
Note	System maintains data integrity by linking original requests with their cancellations.