

SUMMARY	
ID	UC-1
Epic	Vacation Request Management
Title	Employee Submits Vacation Request
Priority	High
Status	In Progress
USER STORY	
1	As an Employee, I want to submit a vacation request and route it to my manager for approval, so that I can schedule my time off and receive official acknowledgment.
TRIGGER	
Trigger	Employee initiates a new vacation request in the portal.
ACCEPTANCE CRITERIA	
#	Criteria
1	Given the employee navigates to 'Request Vacation', when the system displays the vacation request form (Screen 1), then it includes <b>auto-filled, read-only fields for Employee Name and Employee ID</b> , <b>mandatory input fields for Vacation Type (with 'Annual'   'Sick' options)</b> , <b>Start Date</b> , and <b>End Date</b> , an <b>auto-calculated, read-only field for Period (Days)</b> , an <b>optional text area for Notes</b> , and a <b>File Upload Area for Attachments</b> . The form also displays the <b>current leave balance</b> .
2	Given the employee enters a <b>Start Date</b> and <b>End Date</b> , when the system performs real-time validation, then the <b>Start Date must not be in the past</b> , and the <b>End Date must be strictly after the Start Date</b> .
3	Given <b>'Sick' leave is selected as the Vacation Type</b> , when the employee attempts to submit the request, then the system <b>requires a medical certificate attachment</b> for successful submission.
4	Given the <b>requested days do not exceed the employee's available leave balance</b> and all other validations pass, when the employee clicks 'Submit', then the system <b>saves the request</b> , <b>assigns a unique Request ID</b> , and <b>sets its initial status to 'Pending Approval'</b> .
5	Given an <b>insufficient leave balance</b> for the requested period, when the employee attempts to submit the request, then the system <b>blocks submission</b> and displays an error message (e.g., MSG-102).
6	Given the employee selects <b>dates that overlap an existing vacation request</b> for the same employee, when they proceed with the request, then the system <b>warns the employee about the overlap</b> and allows them to <b>confirm or adjust</b> the dates.
7	Given the employee is identified as a <b>trainee</b> , when they attempt to submit a vacation request, then the system <b>blocks the request submission</b> .
8	When the employee clicks 'Submit', then the submission operation should complete <b>within 120 seconds</b> .
9	Given the <b>HR database is unavailable</b> during submission, when the employee clicks 'Submit', then the system <b>shows an error</b> and prompts the employee to retry later.
NOTES	
Dependencies	The employee must be <b>authenticated</b> in the HR system and possess a <b>non-zero leave balance</b> for a request to be submitted. The system relies on <b>Employee Master Data</b> and <b>Vacation Types Master Data</b> for accurate information and policy enforcement. The system integrates with existing HR systems.
Remark	This use case is designed for <b>full-time Muslim Saudi employees, excluding trainees</b> . Requests can be <b>modified before submission</b> , but <b>not afterwards</b> . Upon successful submission, the request is stored with a 'Pending Approval' status, the manager is notified, and the employee can track the status from their dashboard. The annual leave entitlement is <b>21 days</b> , increasing to <b>30 days for employees with over 10 years of service or those aged 50 and above</b> . Unused vacation days are <b>forfeited annually</b> without carryover or compensation. Only <b>Annual and Sick leave types</b> are supported.