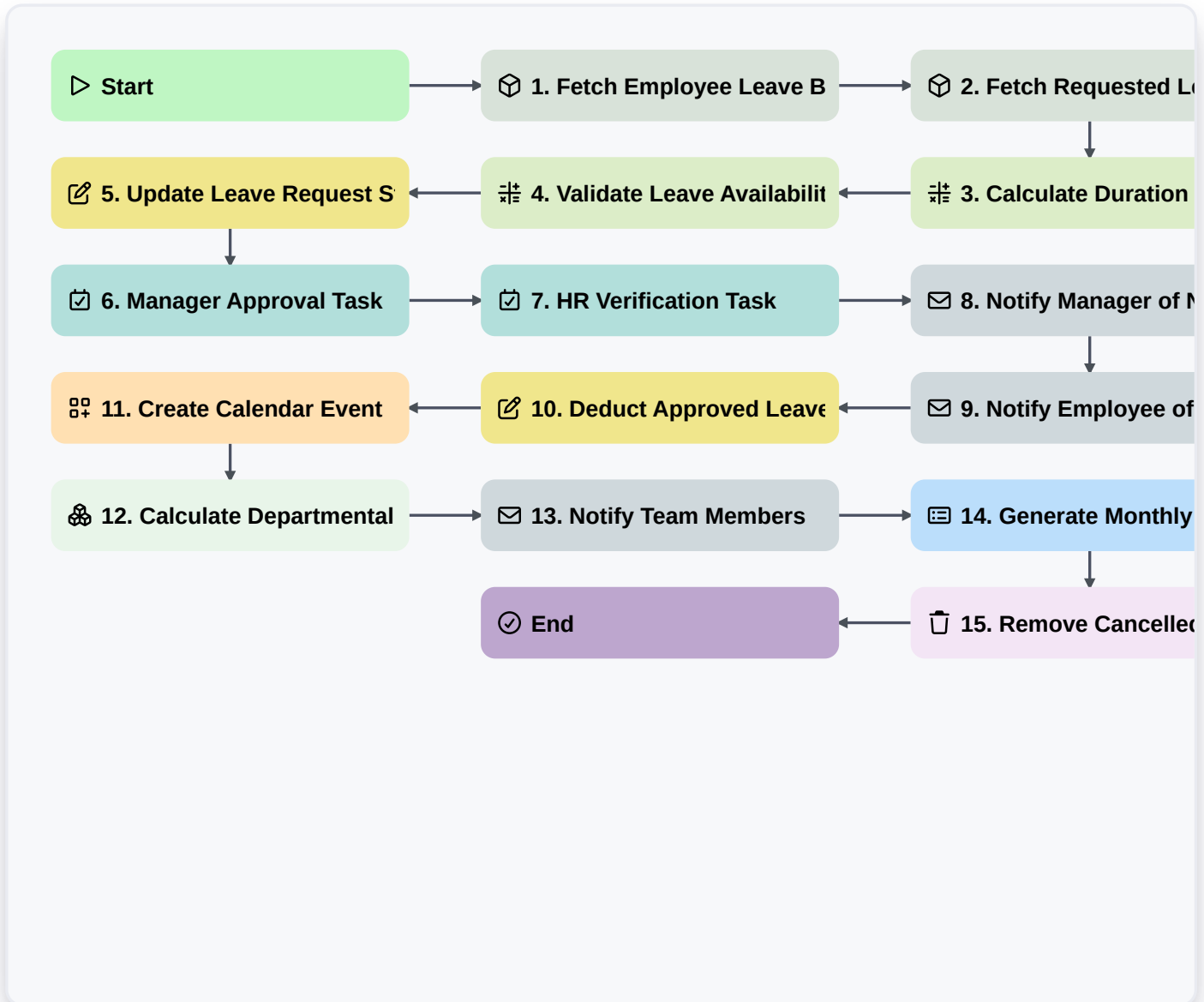


# Leave And Absence Management Workflow



## Start

Start of the Workflow/Process.

## 1. Fetch Employee Leave Balance

Retrieve the remaining annual leave days from the Employee Data Model.

## 2. Fetch Requested Leave Dates

Retrieve the start and end dates from the Leave Request entry.

## 3. Calculate Duration of Absence

Calculate the total number of working days between the start and end date, excluding weekends.

## 4. Validate Leave Availability

Subtract the calculated duration from the retrieved Leave Balance to check if the request can be fulfilled.

## 5. Update Leave Request Status

Update the status of the Leave Request entry to 'Pending Approval' or 'Approved'.

## 6. Manager Approval Task

Create a task for the direct manager to review and approve/deny the leave request.



### **7. HR Verification Task**

Create a task for the HR department to verify documentation if the leave is 'Unpaid' or 'Medical'.

### **8. Notify Manager of New Request**

Send an email to the manager containing the details of the new leave application.

### **9. Notify Employee of Decision**

Send an email to the employee informing them if their leave request was approved or rejected.

### **10. Deduct Approved Leave**

Update the Employee Data Model to subtract the approved days from their total annual leave balance.

### **11. Create Calendar Event**

Create a new entry in the Company Shared Calendar to mark the employee as 'Out of Office'.

### **12. Calculate Departmental Absence Load**

Sum the total number of days all employees in the same department are absent during the requested period.

### **13. Notify Team Members**

Send an automated email to the team members notifying them of the upcoming absence of their colleague.

### **14. Generate Monthly Absence Report**

Create a monthly summary report of all approved and rejected leave requests for HR records.

### **15. Remove Cancelled Request**

Delete the leave request entry if the user withdraws the application before approval.

### **End**

End of the Workflow/Process.