



Manage Leave Request **Scope Statement**

Purpose: The scoping statement is intended only to provide a brief overview of triggering events, outcomes of the business area process, identification of impacted processes and scope. The details behind the scope statement will be communicated via the presentation of the OV-5a Operational Activity Decomposition Tree and OV-6c Business Process Models.

Business Area Name: Manage Leave Request

Scope: This activity is associated with receiving and reviewing a leave request. This activity also includes verifying the leave balance, counseling the Member leave status, and submitting the leave request to an approval authority for a decision. This activity also includes making a decision on the leave request, sending a notification on decision to appropriate parties, and updating the Time, Absence, and Labor profile.

Lines of Business: Manage Personnel and Pay

Trigger Events: The Manage Leave Request process starts when a leave request is received from a Member.

Business Area Outcome Information: The Manage Leave Request process ends when a decision has been made regarding the request and the appropriate parties have been notified of the decision.

Business Areas interfacing with the *Manage Leave Request* activity include (but are not limited to):

Human Resources Information- This process is used to show that the profile (human resource record) is being updated and consolidated in other business areas to reflect the current state of the profile.

Process Individual Information- This process is the source of the leave request that kicks off the process as well as the destination for decision notifications.