

## How to Manage Time Off in Odoo 13

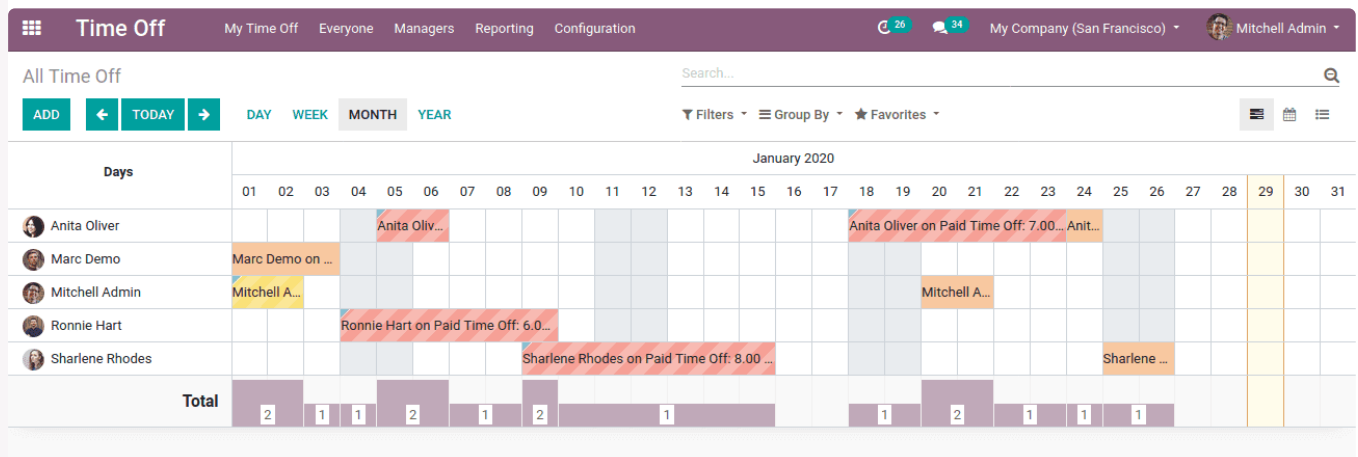
Leave management is critical for any business organization. Often the companies have to go through the process as employees keep seeking leaves citing emergencies or sickness. Unless the leaves are properly managed, running the business is always in jeopardy.

Odoo provides with a Time off module that helps to manage leaves of employees. The application intends to aid the HR professionals in executing their employee leave management functions in the most professional manner.

Every employee can create a request for leaves that can be approved by the manager or the concerned person. Also, the manager can create leaves for employees according to his requests.

Let's look at the Time off module. Odoo provides both calendar view and Gantt view for leaves.

### GANTT VIEW



### CALENDAR VIEW

**Time Off** My Time Off Everyone Managers Reporting Configuration 26 34 My Company (San Francisco) Mitchell Admin

All Time Off (January 2020)

← TODAY → DAY WEEK MONTH Filters Favorites

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	29	30	31	1	2	3
			Marc Demo on Sick Time Off: 1.00 days			
			Mitchell Admin on Compensatory Days : 16.00 hours			Ronnie Hart on Paid ...
2	5	6	7	8	9	10
			Ronnie Hart on Paid Time Off: 6.00 days			
			Anita Oliver on Paid Time Off: 3.00 days			Sharlene Rhodes on Paid Time Off: 8.00 days
3	12	13	14	15	16	17
			Sharlene Rhodes on Paid Time Off: 8.00 days			Anita Oliver on Paid ...
4	19	20	21	22	23	24
			Anita Oliver on Paid Time Off: 7.00 days			Sharlene Rhodes on ...
			Mitchell Admin on Sick Time Off: 3.00 days		Anita Oliver on Sick ...	
5	26	27	28	29	30	31
			Sharlene Rhodes on Sick Time Off: 2.00 days			Paul Williams on Sic...
6	2	3	4	5	6	7
			Paul Williams on Si...			Marc Demo on Sick Time Off: 3.00 days

Jan 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Employee

- Marc Demo
- Paul Williams
- Sharlene Rhodes
- Anita Oliver
- Mitchell Admin
- Ronnie Hart

Let's look at leave requests. Under the Time-off the module, both employee and manager can create leaves. Go to **My Time Off -> Dashboard**, there one can see the current calendar view of the employee leaves.

**Create a time-off request:**

At Dashboard one can see the calendar view. The employee can create a request for leave from

**My Time off -> Time off request -> Create.**

**Time Off** My Time Off Everyone Managers Reporting Configuration 26 34 My Company (San Francisco) Mitchell Admin

Time Off Requests / Mitchell Admin on Paid Time Off: 1.00 days

SAVE DISCARD

APPROVE REFUSE RESET TO DRAFT TO APPROVE APPROVED

Time Off Type: Unpaid

From: 01/29/2020 Afternoon

Half Day  Custom Hours

Description: \_\_\_\_\_

Send message Log note Schedule activity 0 Follow 0

Today

Specify the time off type. One can choose dates for those leave days or can choose half-day leave specifying morning or evening sessions. Or even can choose the option custom hours if the individual needs off for specific time

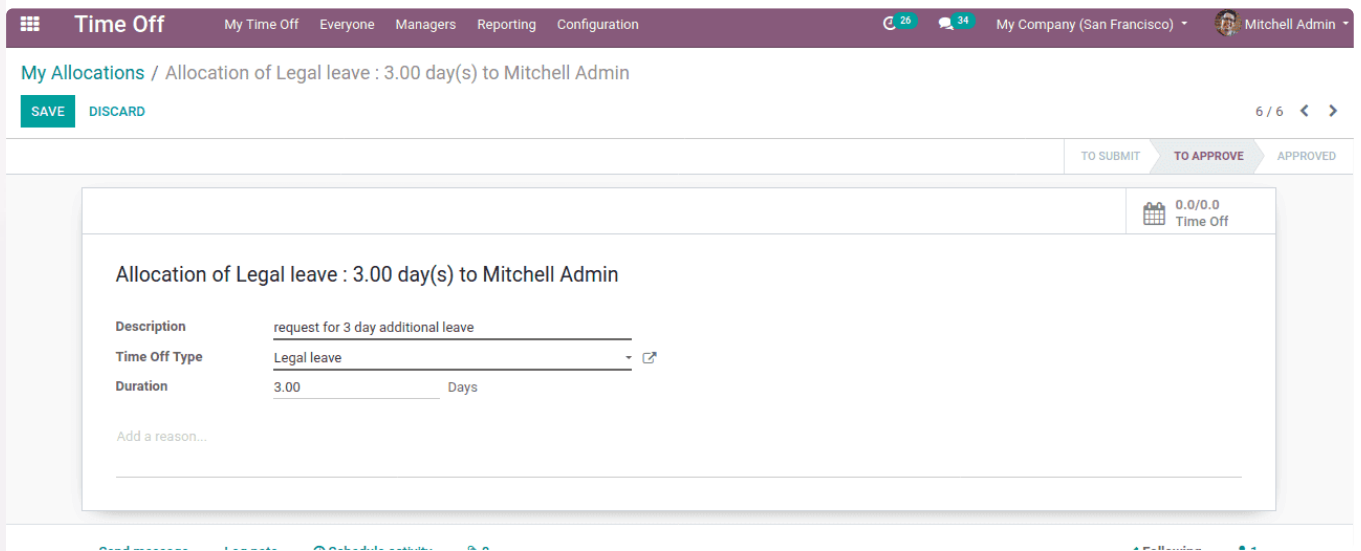
ng.

Also, another way to create leave is by directly clicking calendar dates and entering the details. Then moving to the approval.

**Allocation Request:**

In some cases, an employee may need additional leaves than his assigned legal leaves. Suppose the individual has 7 leaves in his credit and is in need of 3 more additional leaves, in that case, the individual needs to give a request for additional leave. This can be achieved by allocation requests.

**My Time off -> Allocation request -> Create.**

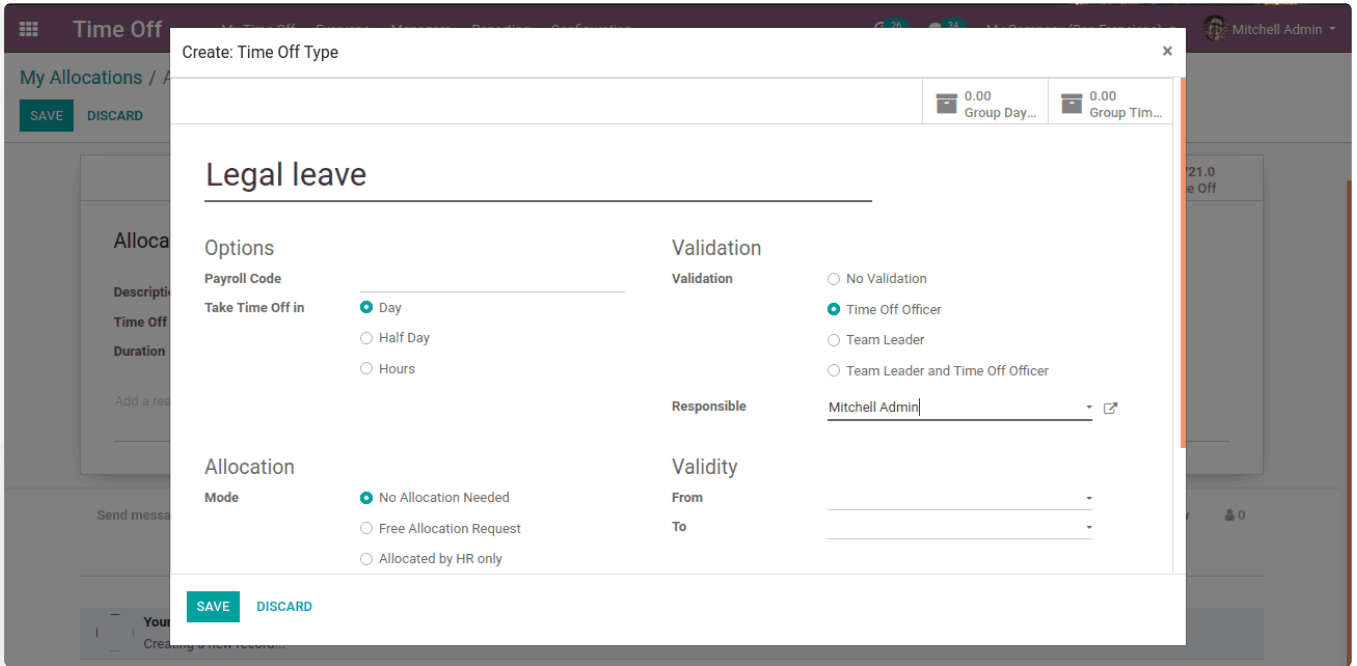


The screenshot shows the 'Time Off' management interface. The top navigation bar includes 'Time Off', 'My Time Off', 'Everyone', 'Managers', 'Reporting', and 'Configuration'. The user is logged in as 'Mitchell Admin' from 'My Company (San Francisco)'. The current page is 'My Allocations / Allocation of Legal leave : 3.00 day(s) to Mitchell Admin'. The form contains the following fields:

- Description:** request for 3 day additional leave
- Time Off Type:** Legal leave
- Duration:** 3.00 Days

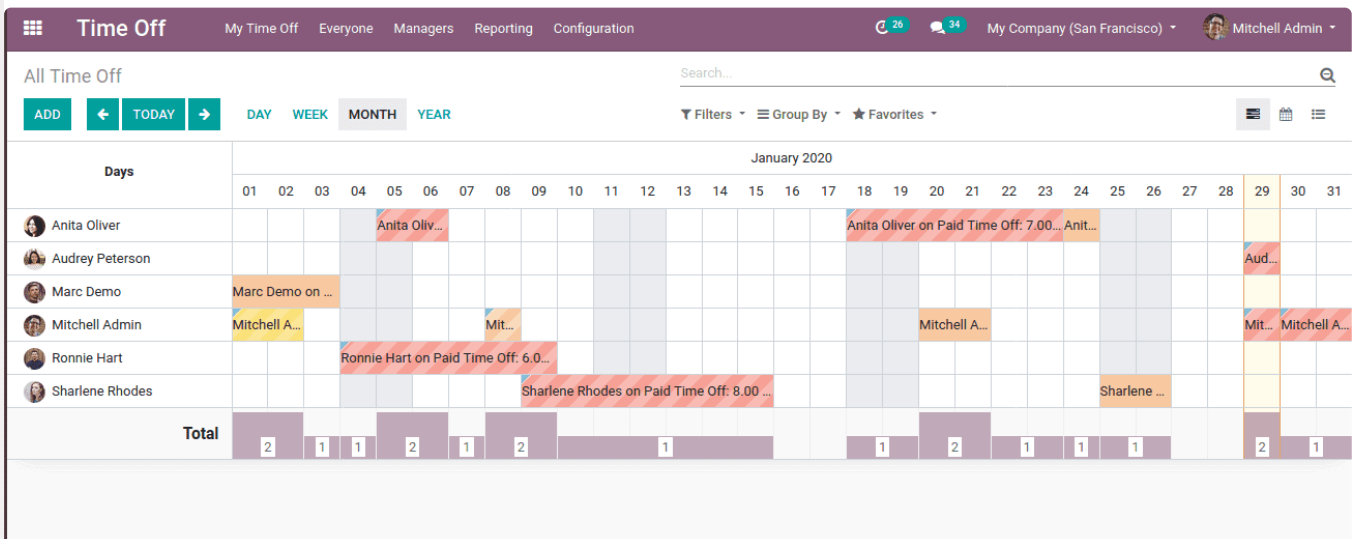
There is also a text area for 'Add a reason...' and a '0.0/0.0 Time Off' indicator in the top right corner of the form area.

Time off type defines the kind of leaves the individual is taking, whether its paid, unpaid, legal, etc. This can be created through the external link or **Configuration -> Time Off Types.**

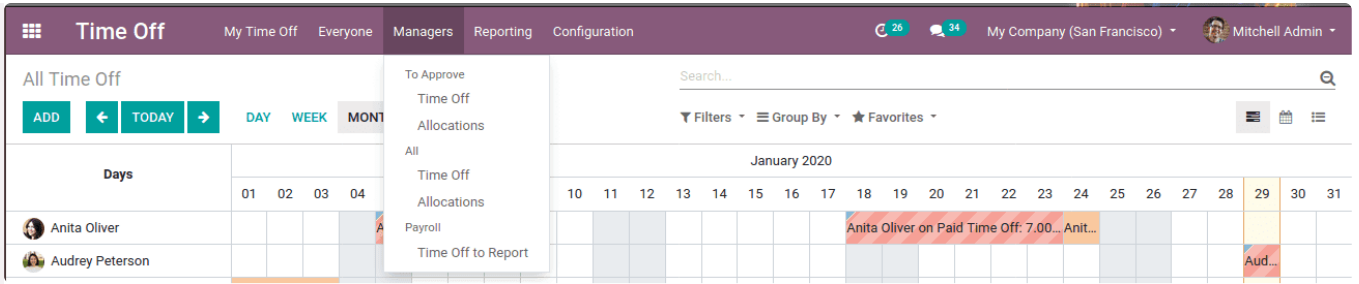


There one can specify the time-off type say 'Legal Leave'. Another feature Odoo 13 provides in the Time Off module is to add a Payroll code and Take time Off whether for a day, half-day or hours. Validation defines who is responsible for approving leaves whether by the time-off officer or by the team leader or by both or doesn't require validation. If approval is needed, a responsible person should be mentioned as well as the validity period of the Time off. Allocation mode specifies the allocation of leaves depending on the request or as fixed by HR etc.

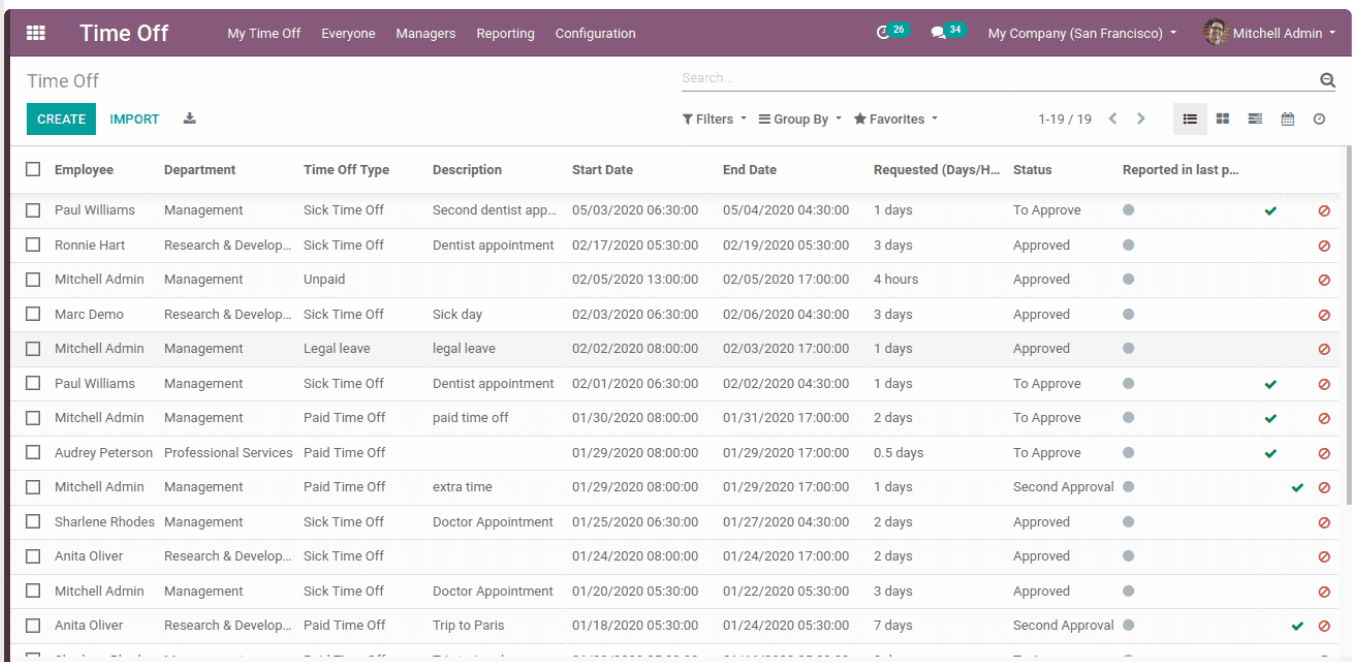
One can view the Employee time off either in the Gantt view or calendar view.



All Time off to approve and allocations can be view under MANAGER menu



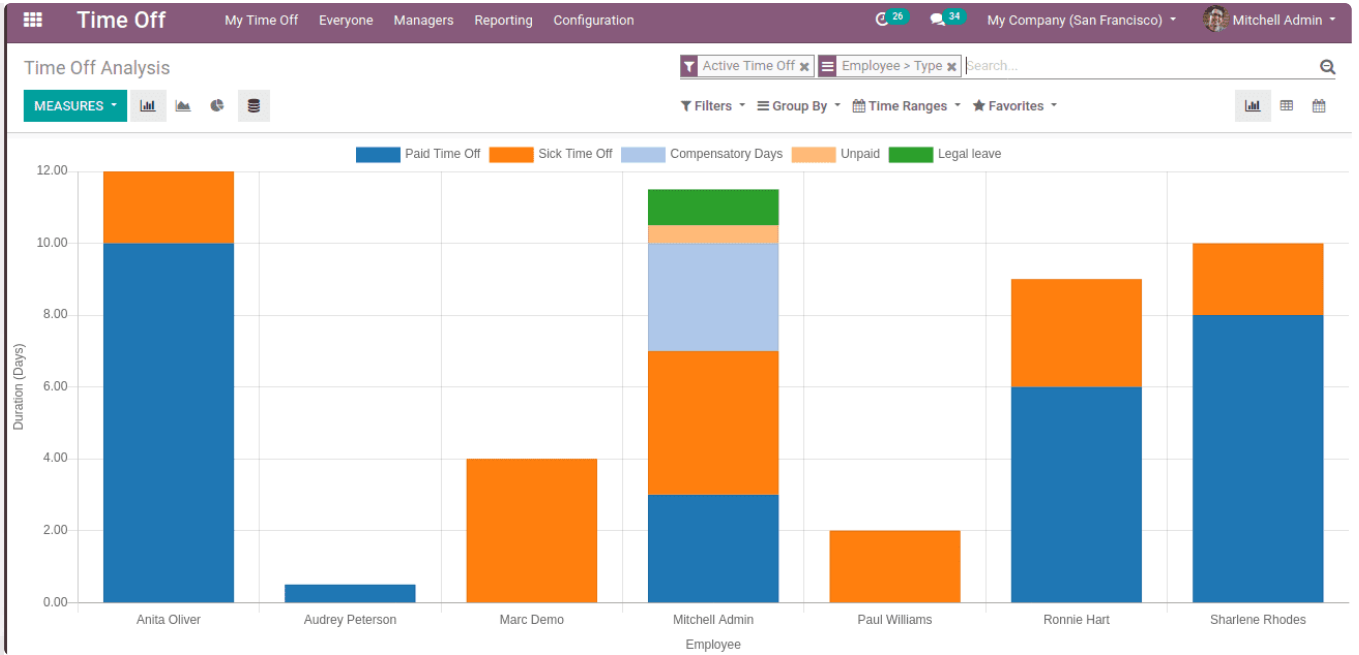
It will provide the info of every time-off that to be approved, time-off that are approved and those gone for second approval.



Employee	Department	Time Off Type	Description	Start Date	End Date	Requested (Days/H...)	Status	Reported in last p...	
<input type="checkbox"/>	Paul Williams	Management	Sick Time Off	Second dentist app...	05/03/2020 06:30:00	05/04/2020 04:30:00	1 days	To Approve	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Ronnie Hart	Research & Develop...	Sick Time Off	Dentist appointment	02/17/2020 05:30:00	02/19/2020 05:30:00	3 days	Approved	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Mitchell Admin	Management	Unpaid		02/05/2020 13:00:00	02/05/2020 17:00:00	4 hours	Approved	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Marc Demo	Research & Develop...	Sick Time Off	Sick day	02/03/2020 06:30:00	02/06/2020 04:30:00	3 days	Approved	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Mitchell Admin	Management	Legal leave	legal leave	02/02/2020 08:00:00	02/03/2020 17:00:00	1 days	Approved	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Paul Williams	Management	Sick Time Off	Dentist appointment	02/01/2020 06:30:00	02/02/2020 04:30:00	1 days	To Approve	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Mitchell Admin	Management	Paid Time Off	paid time off	01/30/2020 08:00:00	01/31/2020 17:00:00	2 days	To Approve	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Audrey Peterson	Professional Services	Paid Time Off		01/29/2020 08:00:00	01/29/2020 17:00:00	0.5 days	To Approve	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Mitchell Admin	Management	Paid Time Off	extra time	01/29/2020 08:00:00	01/29/2020 17:00:00	1 days	Second Approval	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Sharlene Rhodes	Management	Sick Time Off	Doctor Appointment	01/25/2020 06:30:00	01/27/2020 04:30:00	2 days	Approved	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Anita Oliver	Research & Develop...	Sick Time Off		01/24/2020 08:00:00	01/24/2020 17:00:00	2 days	Approved	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Mitchell Admin	Management	Sick Time Off	Doctor Appointment	01/20/2020 05:30:00	01/22/2020 05:30:00	3 days	Approved	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Anita Oliver	Research & Develop...	Paid Time Off	Trip to Paris	01/18/2020 05:30:00	01/24/2020 05:30:00	7 days	Second Approval	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

With the help of reports, the employee leaves can be analyzed. The reports can be grouped either 'by Employee' or 'by Type'.

**By Employee:**



This can be helpful to analyze the employee individually, according to their leaves.

**By Type:**

Employee	Number of Days	Start Date	End Date	Status	Request Type	Description
▶ Paid Time Off (15)	113.50					
▶ Sick Time Off (9)	-17.00					
▶ Compensatory Days (3)	16.00					
▶ Unpaid (8)	49.50					
▶ Parental Time Off (1)	10.00					
▼ Legal leave (2)	2.00					
<input type="checkbox"/> Mitchell Admin	3.00			To Approve	Allocation Request	request for 3 day additional leave
<input type="checkbox"/> Mitchell Admin	-1.00	02/02/2020 08:00:00	02/03/2020 17:00:00	Approved	Time Off Request	legal leave
	<b>174.00</b>					

This is based on time off type. Here the total leave types can be analyzed and can also identify the employee who had taken that specific type of leave.

**Watch Video: Time Off in Odoo 13**

