

## How to Manage Time Off in Odoo 13

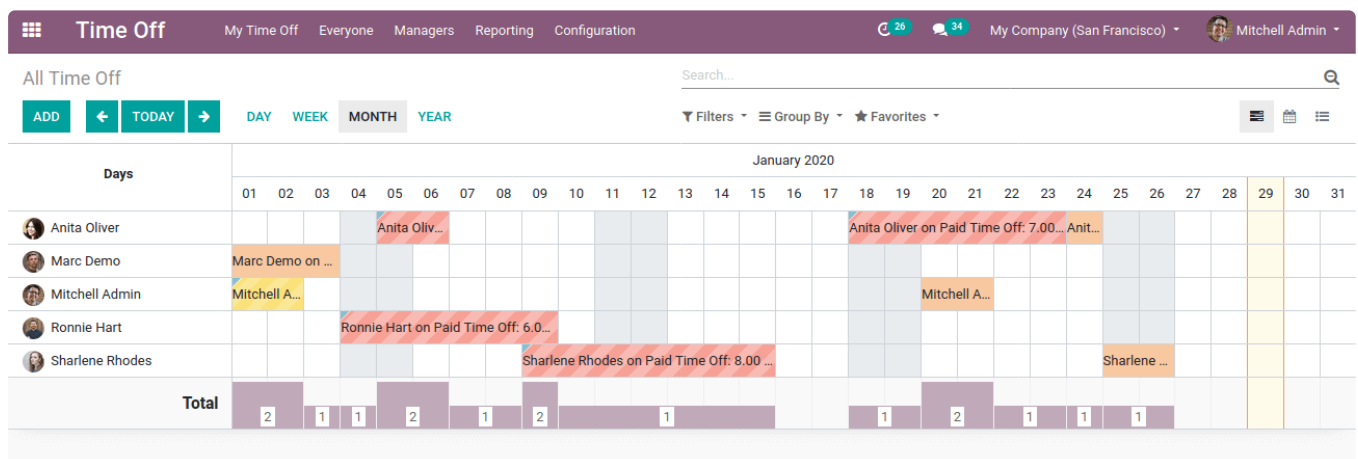
Leave management is critical for any business organization. Often the companies have to go through the process as employees keep seeking leaves citing emergencies or sickness. Unless the leaves are properly managed, running the business is always in jeopardy.

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.

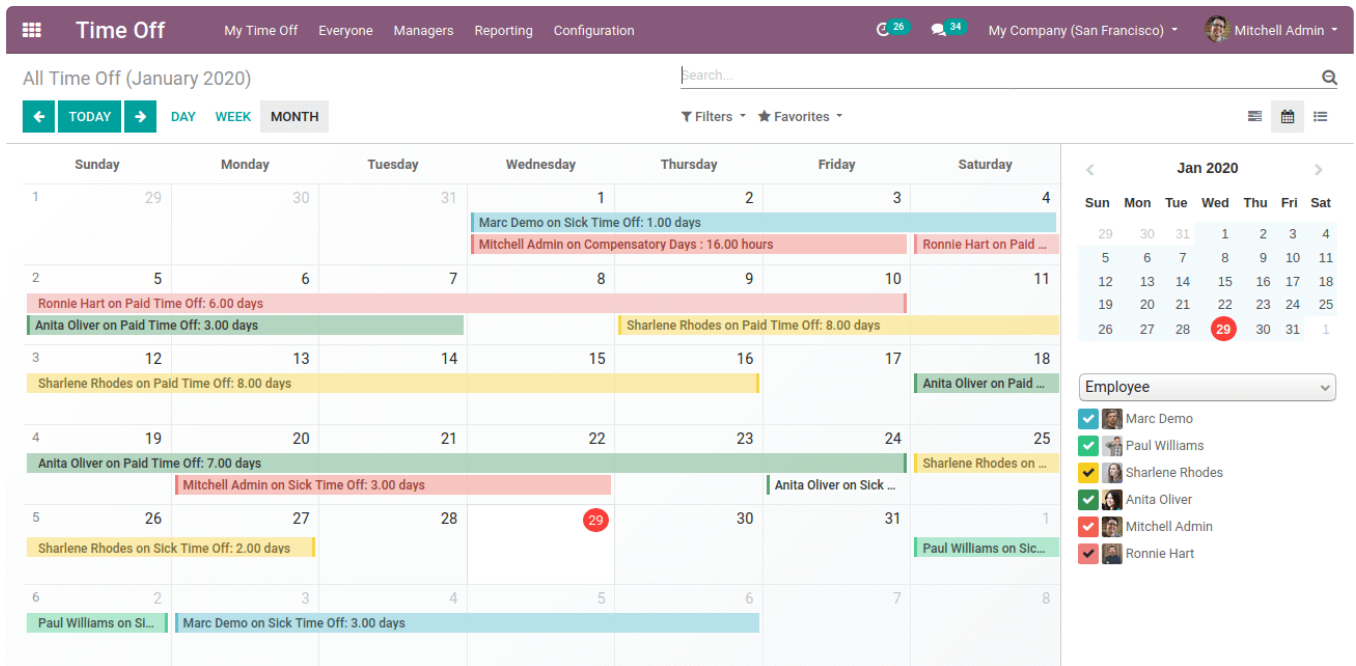
Every employee can create a request for leaves that can be approved by the manager or the concerned person. Also, the manager can create leaves for employees according to his requests.

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

### GANTT VIEW



### CALENDAR VIEW



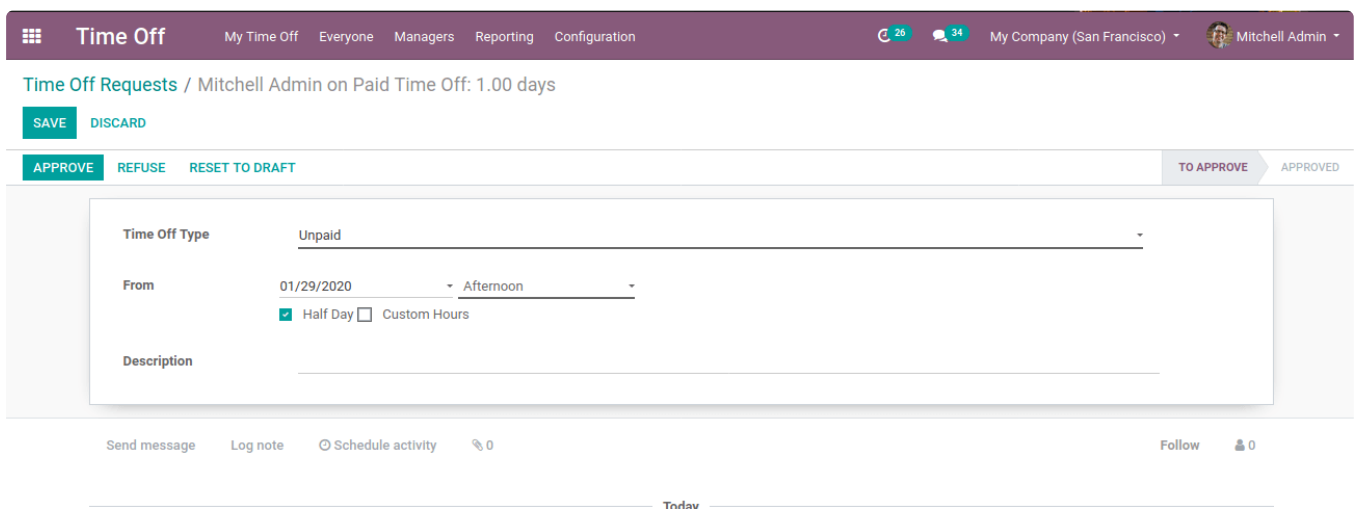
The screenshot shows the 'Time Off' module interface. At the top, there are navigation tabs: 'My Time Off', 'Everyone', 'Managers', 'Reporting', and 'Configuration'. The main header includes 'All Time Off (January 2020)' and a search bar. Below the header, there are navigation buttons for 'TODAY', 'DAY', 'WEEK', and 'MONTH'. The main content area is a calendar grid for January 2020, with days of the week as columns and dates as rows. Various colored bars represent leave requests for different employees, such as 'Marc Demo on Sick Time Off: 1.00 days', 'Ronnie Hart on Paid Time Off: 6.00 days', and 'Sharlene Rhodes on Paid Time Off: 8.00 days'. On the right side, there is a secondary calendar view for 'Jan 2020' and a list of employees with checkboxes, including Marc Demo, Paul Williams, Sharlene Rhodes, Anita Oliver, Mitchell Admin, and 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.**



The screenshot shows the 'Time Off Requests' form for Mitchell Admin on Paid Time Off: 1.00 days. The form has a header with 'Time Off Requests / Mitchell Admin on Paid Time Off: 1.00 days' and buttons for 'SAVE' and 'DISCARD'. Below the header, there are buttons for 'APPROVE', 'REFUSE', and 'RESET TO DRAFT'. The main form area contains a 'Time Off Type' dropdown menu set to 'Unpaid', a 'From' date field set to '01/29/2020' with a time dropdown set to 'Afternoon', and radio buttons for 'Half Day' (checked) and 'Custom Hours'. There is also a 'Description' text field. At the bottom of the form, there are buttons for 'Send message', 'Log note', 'Schedule activity', and 'Follow'.

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

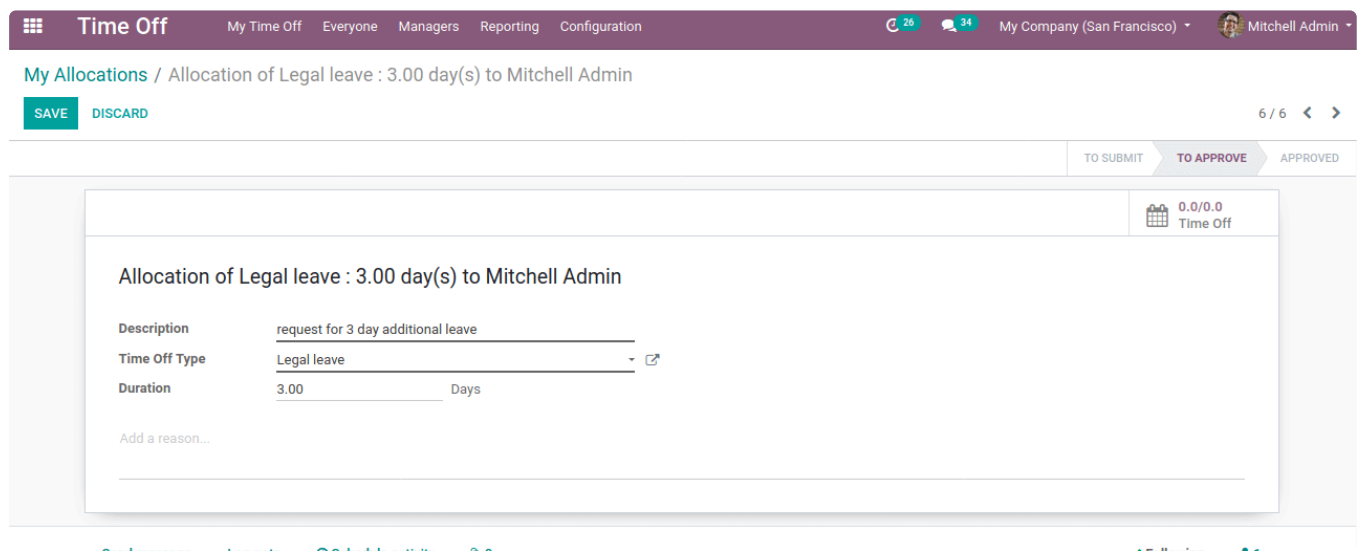
ng.

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.

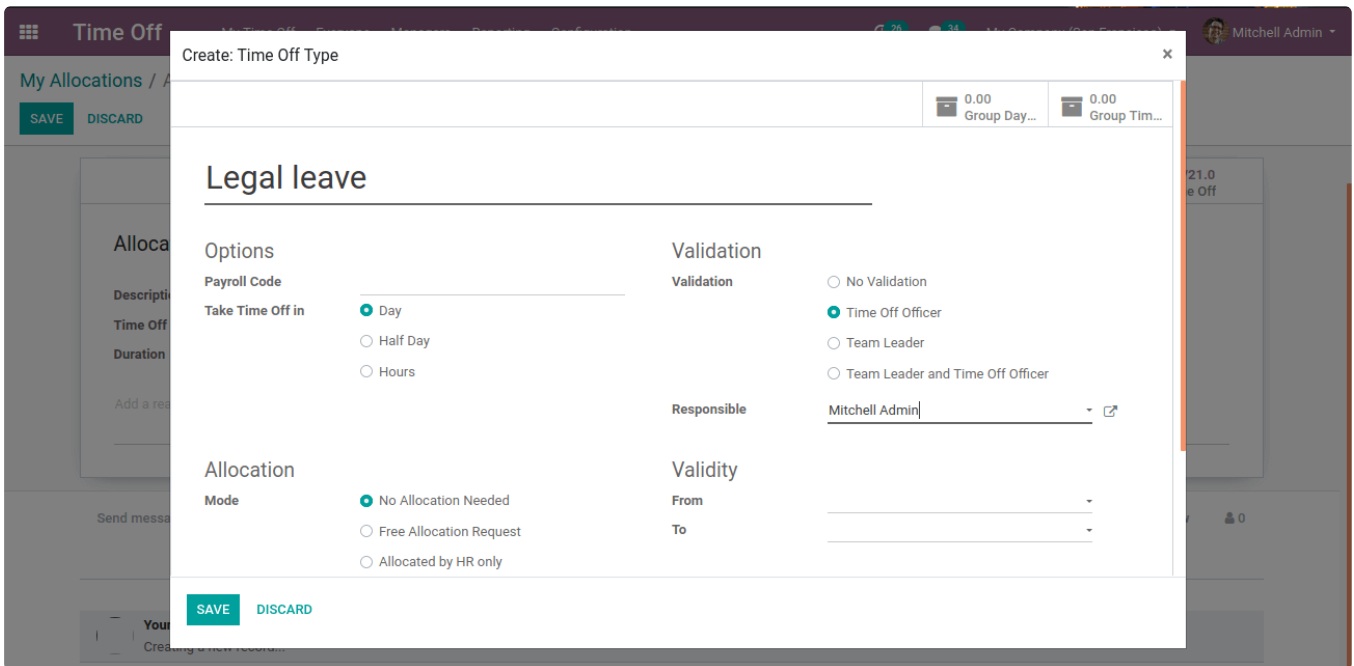


The screenshot shows a web application interface for 'Time Off'. The top navigation bar includes 'Time Off', 'My Time Off', 'Everyone', 'Managers', 'Reporting', and 'Configuration'. The user is logged in as 'Mitchell Admin'. The main content area displays 'My Allocations / Allocation of Legal leave : 3.00 day(s) to Mitchell Admin'. There are 'SAVE' and 'DISCARD' buttons. The form contains the following fields:

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

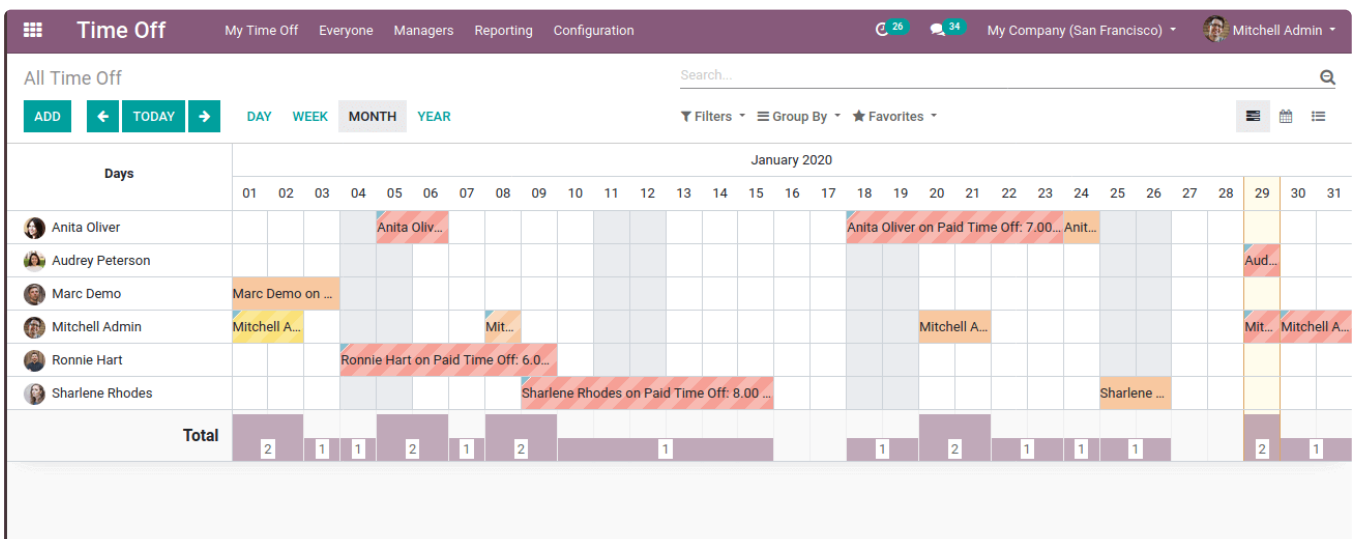
Below the form is a text area labeled 'Add a reason...'. The interface also shows a progress bar with 'TO SUBMIT', 'TO APPROVE', and 'APPROVED' stages, and a '0.0/0.0 Time Off' indicator.

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**.

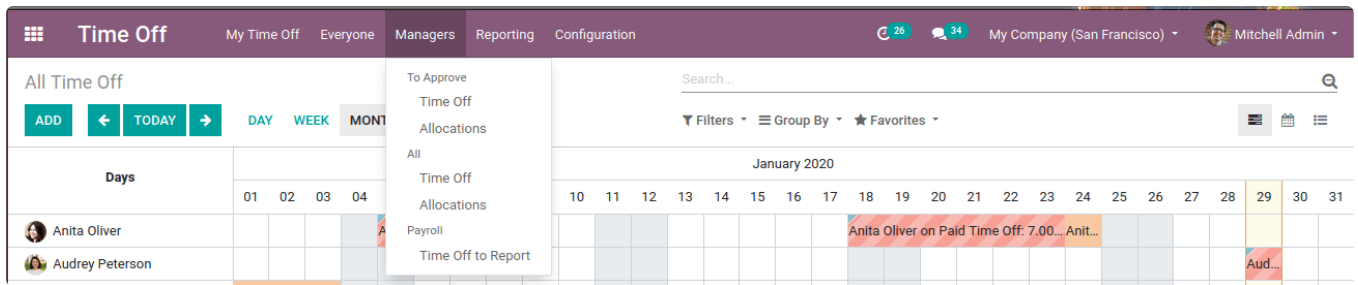


There one can specify the time-off type say 'Legal Leave'. Another feature Odoo 13 provides in the Time Off module is to add a Payroll code and Take time Off whether for a day, half-day or hours. Validation defines who is responsible for approving leaves whether by the time-off officer or by the team 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.

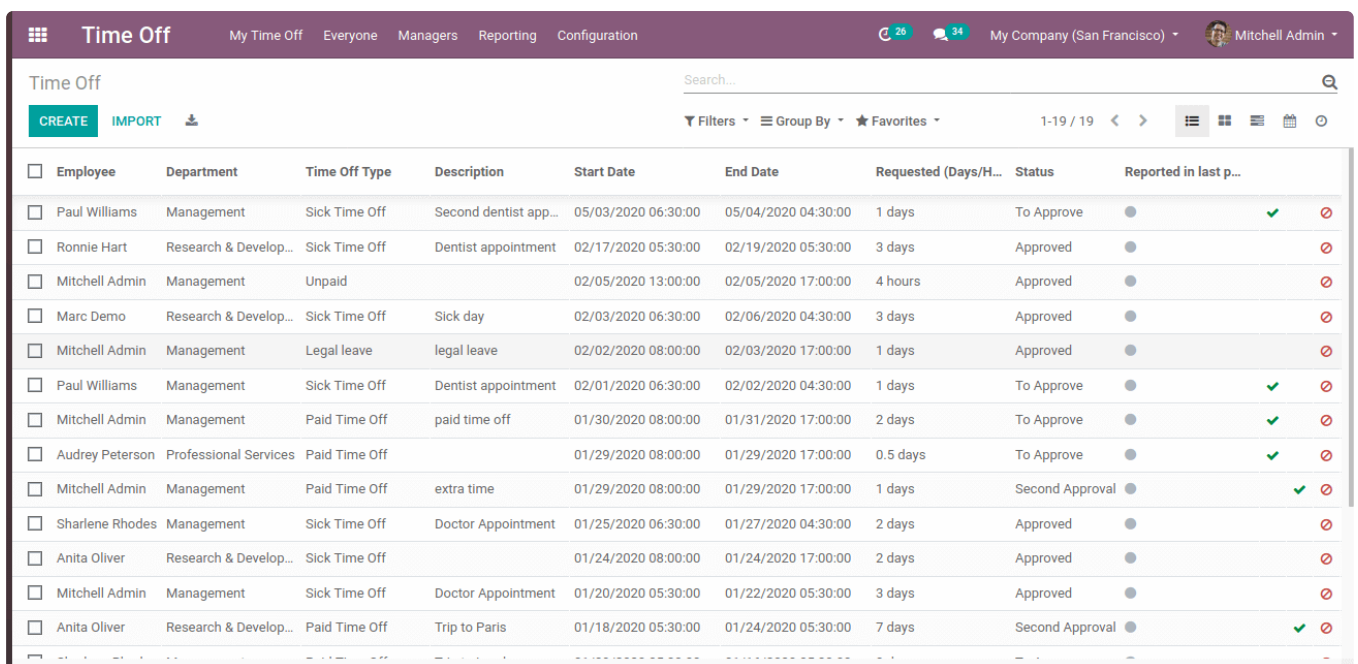


All Time off to approve and allocations can be view under MANAGER menu



The screenshot shows the 'Time Off' application interface. At the top, there are navigation tabs: 'My Time Off', 'Everyone', 'Managers', 'Reporting', and 'Configuration'. A search bar and user profile 'Mitchell Admin' are also visible. The main area is titled 'All Time Off' and features a calendar for January 2020. A dropdown menu is open, listing options: 'To Approve', 'Time Off', 'Allocations', 'All', 'Time Off', 'Allocations', 'Payroll', and 'Time Off to Report'. The calendar grid shows days from 01 to 31, with a red highlight on the 18th and 19th indicating 'Anita Oliver on Paid Time Off: 7.00... Anita...'. Other names like 'Anita Oliver' and 'Audrey Peterson' are listed on the left side of the calendar.

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

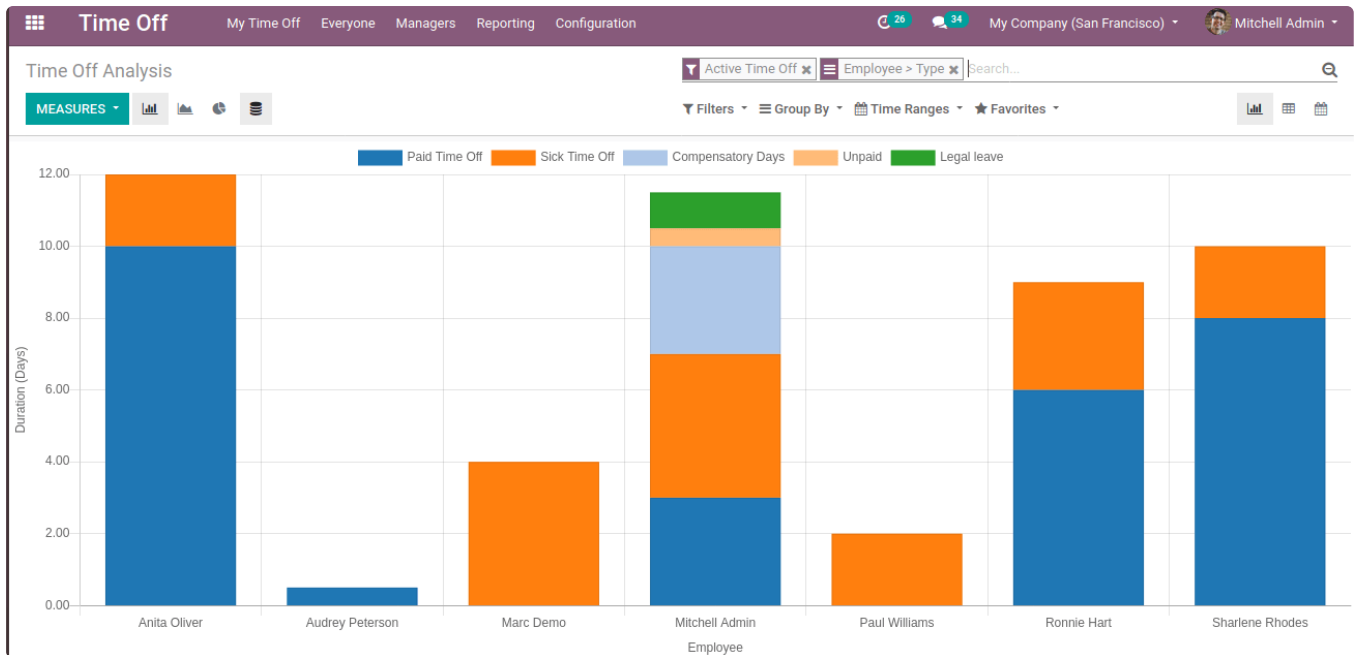


The screenshot displays a table of time-off requests. The table has the following columns: Employee, Department, Time Off Type, Description, Start Date, End Date, Requested (Days/H...), Status, and Reported in last p... (with sub-columns for a progress indicator, a green checkmark, and a red circle with a slash). The data rows include requests from Paul Williams, Ronnie Hart, Mitchell Admin, Marc Demo, Mitchell Admin, Paul Williams, Mitchell Admin, Audrey Peterson, Mitchell Admin, Sharlene Rhodes, Anita Oliver, Mitchell Admin, and Anita Oliver, with various time-off types like Sick Time Off, Unpaid, Legal leave, Paid Time Off, and extra time.

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

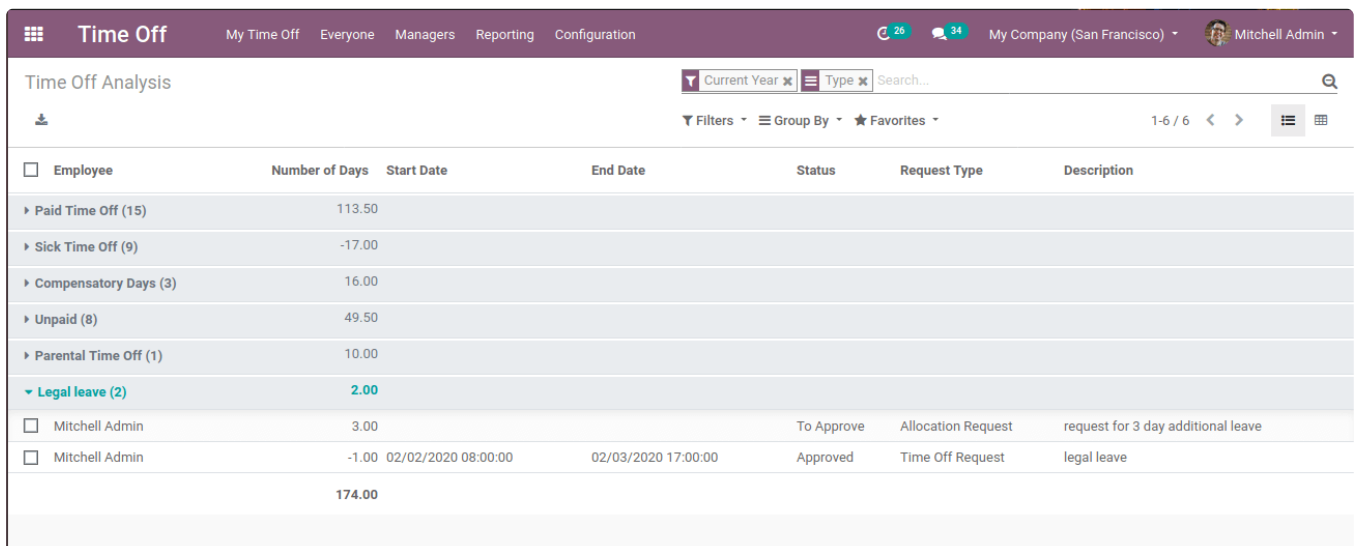
With the help of reports, the employee leaves can be analyzed. The reports can be grouped either 'by Employee' or 'by Type'.

**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)						
▶ Sick Time Off (9)						
▶ Compensatory Days (3)						
▶ Unpaid (8)						
▶ Parental Time Off (1)						
▼ Legal leave (2)						
Mitchell Admin	3.00			To Approve	Allocation Request	request for 3 day additional leave
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



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