Ease your HR process with leaves management system

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odoo Quickstart Team

Leaves management system

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Introduction

Leaves management system

Use case : Smartchoices

CEO

HR manager

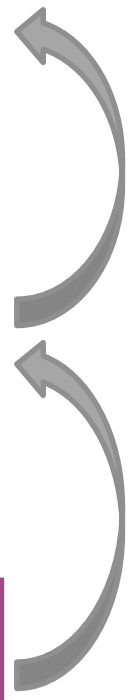Employees

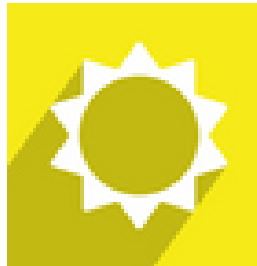| Legal leaves | Sick leaves | Comp. days | Unpaid | Public holidays |

Agenda

Leaves

Employees

- ✔ Manage different types of leave
- ✔ Different users: Employee, officer, manager
- ✔ Employees: Remember and manage their leaves
- ✔ Officer & manager: Keep track and manage leaves
- ✔ Easily make a report

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How to manage your leaves with Odoo?

Leave management: Steps

Allocate leaves → Leave request → Approve leave request → Manage HR dep.

Create and allocate all leave types you desire:
-Per employee
-Per employee tag

Leave Types		Search...
CREATE IMPORT		

☐ **Leave Type**	**Allow to Override Limit**
☐ Legal Leaves 2015	☐
☐ Sick Leaves	☑
☐ Compensatory Days	☐
☐ Unpaid	☑

Description	_____	**Mode**	By Employee
Leave Type	_____ ▾	**Employee**	Administrator ▾
Duration	0.00	Department	
	days		

Add a reason...

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Leave management: Steps

| Allocate leaves | Leave request | Approve leave request | Manage HR dep. |

Manage and follow your leaves with the calendar, the leave request tool and the leave summary submenu.

	Employee	Request Type	Description	Number of Days
▶ Legal Leaves 2015 (1)				20.00
▼ Sick Leaves (1)				-3.00
	Pieter Parker	Leave Request	Doctor Appointment	-3.00
▼ Compensatory Days (2)				4.00
	Pieter Parker	Leave Request	Trip with Family	-3.00
	Pieter Parker	Allocation Request	International Tour	7.00
▼ Unpaid (1)				7.00
	Pieter Parker	Allocation Request	Summer Vacation	7.00
				28.00

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Create: Leave Request ✕

APPROVE   REFUSE   TO SUBMIT   TO APPROVE   APPROVED

Description   Odoo days

Leave Type   Legal Leaves 2015 (0/0)   ▾   ↗

Duration   06/03/2015 07:00:00   ▾

                   -
                   06/05/2015 19:00:00   ▾

                   3.00

                   days

Mode   By Employee

Employee   Administrator   ▾   ↗

Department   ▾

**Reported in
last
payslips**   ⬤

Comment by Manager

e.g. Report to the next month...

SAVE   DISCARD

⊙doo

Leave management: Steps

Allocate leaves → Leave request → **Approve leave request** → Manage HR dep.

If double validation is applied, HR officer can approve leave requests before HR manager. Follow by department

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Follow by department

Leave management: Steps

Allocate leaves → Leave request → Approve leave request → **Manage HR dep.**

Green button: You can report the leave request in the last payslips.
Use employee's leaves report.

Description	Trip with Family	**Mode**	By Employee
Leave Type	Compensatory Days	**Employee**	Pieter Parker
Duration	05/01/2015 02:00:00-	**Department**	Management
	05/03/2015 02:00:00	**Reported in last**	
	3.00days	**payslips**	

Comment by Manager

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Demonstration

Conclusion

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Conclusion

- o Easy and fast tool
- o Control is complete

  Either for the employees or the
  hierarchy

- o Reports help managing every days life
- o The agenda of each employee is updated accordingly
- o Integrated with Human Resources app, CRM calendar & Project Gantt view

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Thank You

Any question?

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