ODOO | LEAVES
Leaves management for allManage employee vacations & absence

Manage employee leaves
Keep track of all your employees vacations

Keep track of the vacation days taken by each employee. Employees enter their requests and managers approve and validate them, all in just a few clicks. The agenda of each employee is updated accordingly.

Managers get a view of their whole team leaves in one complete view, to keep the team well-organized and to easily forecast the distribution of tasks during the absence of their members.

Description	Pieter Parker on Legal Leaves 2015
Leave Type	Legal Leaves 2015
Duration	08/17/2015 08:00:00- 08/28/2015 18:00:00
	12.00 days

Comment by Manager

I have to refuse your request for holidays because John will already be away at this period and we need you to keep up with a part of his work.
I will make sure your next request is approved.

Approve or refuse leave requests
Handle all requests from your employees

Allow employees to record their requests for vacation themselves, and get notified by email for every new request. Decide to either approve them or to refuse them, and add a note to your refusal to give an explanation to your employees.

Odoo Leaves Features

Manage leave requests

Employee requests
Allow your employees to record requests themselves, and get notified for each new request.

Approve or refuse requests
Answer your employee requests in just a click. Use green button for approved and calculated leaves. Use grey button for pending leaves that will be managed later.

Add comment
Insert a note to your approval or refusal to add information for your employees.

Add allocations
Setup the quantity of leaves allocated per capita to allow your employees to record their leaves according to their allocation.

Customize leaves type
Create new leaves type for unusual situations.

Manage each level
Allow managers to handle requests for their own team and review each request yourself.

Reporting

Personal Dashboard
A great dashboard for employees to see their own account, managers for their teams, and administrator for the whole company.

Gantt Chart view
Get the planning of your whole team, for the day, week, month and year to get a clear overview of your team's availability.

Calendar view
Plan ahead and keep an eye on your team's availability for the day, the week and the month in a clear calendar.

Reports
Get stats on the number of leaves per capita, per department and per leave type, and export them in PDF in just a click.