

03

Allocations

Odoo 19 Enterprise · Time Off

Allocations assign leave balances to employees either manually by HR or automatically via accrual plans.

1 Manual allocation

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HR managers create allocations to give employees their leave entitlement. Create one allocation per employee per leave type per year.

ALLOCATION FIELDS

Time Off Type *	Which leave type to allocate e.g. Annual Leave.
Allocation Mode *	Employee: one specific employee. Department: all employees in a department. Company: all employees.
Employee *	The employee receiving the allocation.
Number of Days *	How many days to allocate.
Validity	Date range for which this allocation is valid. Set to the calendar year.

2 Accrual plans

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Accrual plans automatically build up leave balances over time e.g. 1.5 days per month for annual leave. Create an accrual plan and assign it to a leave type. When employees are allocated using this leave type, their balance grows automatically according to the plan.

Malaysian annual leave accrual Under the Employment Act 1955, annual leave entitlement increases with years of service: 8 days for <2 years, 12 days for 2-5 years, 16 days for >5 years. Create separate accrual plans for each tier and update employee allocations when they cross service thresholds.