

# 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

[Time Off](#) [Managers](#) [Allocations](#) **NEW**

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

#### ALLOCATION FIELDS

<b>Time Off Type *</b>	Which leave type to allocate e.g. Annual Leave.
<b>Allocation Mode *</b>	Employee: one specific employee. Department: all employees in a department. Company: all employees.
<b>Employee *</b>	The employee receiving the allocation.
<b>Number of Days *</b>	How many days to allocate.
<b>Validity</b>	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.