

End of Service

A guide to the gratuity: the policy, the settlement and its calculation, the reasons and the shares, the additions and deductions, the statement and the limits.

1. Start here

In plain words: When an employee leaves, someone opens a spreadsheet, remembers the tiers, subtracts the unpaid leave, applies the share for a resignation, and hopes the figure is right. **End of Service Benefits** does it in Odoo Community with a **policy you configure**: days of wage per year of service by tier, an optional cap, the share payable for each reason of leaving and each length of service, the **unpaid leave** taken off the service, the **leave pay**, additions and deductions, and a **step by step breakdown** to print and sign.

Service	8 years, 8 months, 4 days	0.00 years
Daily wage	\$ 6,000.00 / 30 days	\$ 200.00
Years of service	0.00 years x 25 days x \$ 200.00	\$ 0.00
Years of service	0.00 years x 30 days x \$ 200.00	\$ 0.00
Gratuity before the cap		\$ 0.00
Cap	24 months of wage	\$ 4,800.00
End of service gratuity		\$ 4,800.00
Unpaid leave	12 days x \$ 200.00	\$ 2,400.00
Addition	Notice pay (one month)	\$ 6,000.00
Deduction	Staff loan balance	- \$ 3,400.00
Net to pay		\$ 8,400.00

The calculation, step by step

End of service statement EOS/2026/0123	
Employee: John Doe	Reason of leaving: Termination by the employer
Department: Sales	Policy: Example: 25 days then 30 days, capped at 24 months
Hire date: 01/01/2018	
Last day: 30/01/2026	
Service	8 years, 8 months, 4 days
Daily wage	\$ 6,000.00 / 30 days
Years of service	0.00 years x 25 days x \$ 200.00
Years of service	0.00 years x 30 days x \$ 200.00
Gratuity before the cap	
Cap	24 months of wage
End of service gratuity	
Unpaid leave	12 days x \$ 200.00
Addition	Notice pay (one month)
Deduction	Staff loan balance
Net to pay	

The statement to sign

EOS/2026/0124	
Employee: John Doe	Reason of leaving: Resignation
Department: Sales	Policy: Example: 25 days then 30 days, capped at 24 months
Hire date: 01/01/2018	
Last day: 30/01/2026	
Service	8 years, 8 months, 4 days
Daily wage	\$ 6,000.00 / 30 days
Years of service	0.00 years x 25 days x \$ 200.00
Years of service	0.00 years x 30 days x \$ 200.00
Gratuity before the cap	
Cap	24 months of wage
End of service gratuity	
Unpaid leave	12 days x \$ 200.00
Addition	Notice pay (one month)
Deduction	Staff loan balance
Net to pay	

Reduced share on resignation

The calculation, the statement to sign, and a resignation with a reduced share.

Tip: The three policies delivered with the module are examples to adapt: they do not replace your labour law. Check the rules that apply to your country and your contracts, and configure the policy accordingly.

2. What you get

Feature	What it does
Policies you configure	Tiers (from, to, days of wage per year), a cap in months of wage, and the days in a month and in a year.
Share by reason	The percentage payable for each reason of leaving and each length of service, for example a resignation under two years.
Three examples	A flat month per year, a 21/30 days tiered policy with a cap, and a tiered one with reduced shares on resignation.
Settlement	The employee, hire date, last day, unpaid leave days, monthly wage, reason and unused leave days.
Breakdown	Years of service per tier, the cap, the share, the leave pay, the additions and deductions, and the net.
Statement	A PDF statement with the breakdown and the signature boxes (employee, HR, finance).
Approval and payment	Draft, approved, paid; an employee cannot have two open settlements.
On the employee	An End of service smart button on the employee form.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Employees (hr)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_end_of_service.zip` ; unzip it to get the folder `taqnix_end_of_service` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **End of Service Benefits (Gratuity)** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_end_of_service --stop-after-init
```

5. Set up the policy

In plain words: Open **Employees** → **End of service** → **Policies**. Adapt one of the examples or create your own.

Name

Example: 21 days then 30 days, capped at 24 months

Cap (months of wage) 24.00

Days in a month 30.00

Days in a year 365.00

Days per year of service

Share payable

Notes

Each tier pays a number of days of wage for each year of service that falls inside it. Leave "To" empty for the last tier.

From (years)	To (years)	Days of wage per year
0.00	5.00	21.00
5.00	0.00	30.00

Add a line

Setting	Meaning
Days per year of service	Each tier pays a number of days of wage for each year of service that falls inside it (From 0 To 5: 21 days; From 5 To empty: 30 days).
Cap (months of wage)	The gratuity cannot exceed this many months of wage. 0 means no cap.
Days in a month	The daily wage is the monthly wage divided by this number (30 by default).
Days in a year	The years of service are the days of service divided by this number (365 by default).
Share payable	The percentage paid for a reason of leaving and a length of service. A line for Any reason applies to the reasons without a line of their own; when no line applies, the full amount is paid.

Tip: The three policies delivered with the module are examples to adapt: they do not replace your labour law. Check the rules that apply to your country and your contracts, and configure the policy accordingly.

6. Calculate a settlement

In plain words: **Employees** → **End of service** → **Settlements** → **New**, or the **End of service** button on the employee. Choose the employee (the hire date, the last day and the wage are proposed), the **policy** and the **reason of leaving**. Enter the **unpaid leave days** that do not count as service, and the **unused leave days** to pay.

Draft **Approved** Paid

Hire date	Mar 1, 2018
Last day	Oct 31
Unpaid leave days ?	0.00
Service	8 years, 8 months, 4 days
Unused leave days ?	12.00

Service	8 years, 8 months, 4 days	8.68 years
Daily wage	\$ 6,500.00 / 30 days	\$ 216.67
Years of service	5.00 years x 21 days x \$ 216.67	\$ 22,750.00
Years of service	3.68 years x 30 days x \$ 216.67	\$ 23,898.55
Gratuity before the cap		\$ 46,648.55
Cap	24 months of wage	\$ 156,000.00
End of service gratuity		\$ 46,648.55
Unused leave	12 days x \$ 216.67	\$ 2,600.00
Addition	Notice pay (one month)	\$ 6,500.00
Deduction	Staff loan balance	- \$ 2,400.00
Net to pay		\$ 53,348.55

Net to nav: **\$50,240.55**

A settlement with its calculation.

Step	How it is calculated
Service	Last day minus hire date plus one, minus the unpaid days, divided by the days in a year.
Daily wage	Monthly wage divided by the days in a month.
Gratuity before the cap	For each tier: the years inside it times its days per year times the daily wage.
Cap	The gratuity cannot exceed the cap in months of wage.
Share	The result is multiplied by the percentage for the reason and the length of service.
Leave pay	Unused leave days times the daily wage.
Net to pay	Gratuity plus leave pay plus additions minus deductions.

7. Reasons and shares

In plain words: The same service gives a different gratuity depending on **why** the employee leaves: with the reduced policy, a resignation after four and a half years pays a third of the gratuity, while a termination pays all of it.

A resignation under the reduced policy.

In plain words: On the **Additions and deductions** tab add what is paid on top (notice pay, a bonus) and what is taken off (a staff loan, an advance). Amounts are positive: the type tells which way they go.

9. Approve, pay and print

In plain words: **Approve** locks the figures (it needs a wage), **Mark as paid** records the payment date and your reference, and **Print the statement** gives the PDF with the breakdown and the signature boxes. A settlement that is approved or paid cannot be deleted: cancel it, which lets you calculate it again.



My Company
United States

End of service statement EOS/2026/0123

Employee: Marc Demo
Department: Sales
Hire date: 03/01/2018
Last day: 10/31/2026

Reason of leaving: Termination by the employer
Policy: Example: 21 days then 30 days, capped at 24 months

Service	8 years, 8 months, 4 days	8.68 years
Daily wage	\$ 6,500.00 / 30 days	\$ 216.67
Years of service	5.00 years x 21 days x \$ 216.67	\$ 22,750.00
Years of service	3.68 years x 30 days x \$ 216.67	\$ 23,898.55
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Net to pay		\$ 53,348.55

Employee signature

HR: Administrator

Finance

Employees

Employees

Departments

Custody

End of service

Learning

Reporting

Configuration

4

3

My Company

A

New

End of service settlements

Search...

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☐	Number	Employee	Department	Reason of leaving	Last day	Years of ser...	End of servic...	Net to pay	State	
☐	EOS/2026/0124	Tina Williamson	Sales	Resignation	Nov 30	4.5753	\$ 3,202.39	\$ 4,042.39	Draft	
☐	EOS/2026/0123	Marc Demo	Sales	Termination by the employer	Oct 31	8.6767	\$ 46,648.55	\$ 53,348.55	Approved	
☐	EOS/2026/0126	Eli Lambert	Administration	Resignation	Oct 15	1.7041	\$ 0.00	\$ 413.33	Draft	
☐	EOS/2026/0125	Doris Cole	Finance	Retirement	Sep 30	17.0932	\$ 152,813.36	\$ 164,346.69	Paid	
								\$ 202,664.30	\$ 222,150.96	

The settlements.

10. Who can do what

Who	Can
HR officers	Calculate, approve and pay settlements; read the policies.
HR administrators	Also configure the policies and delete drafts.
Other users	No access.

11. Arabic and right to left

My Company

الموظفونالموظفونالاسماءالمهنةنهاية الخدمةالتعلمإعداد التقاريرالتهيئة

1 / 1

حسابات نهاية الخدمةEOS/2026/0123

عَم كمنوعاطبع الكشفإلغاء

EOS/2026/0123

الموظف

Marc Demo

السياسة

مثال: 21 يوماً ثم 30 يوماً، بسقف 24 شهراً

سبب المغادرة

إنهاء الخدمة من صاحب العمل

الأجر الشهري

?

تاريخ التعيين

١ مارس ٢٠١٨

آخر يوم

٣١ أكتوبر

أيام الإجازة بدون أجر

?

0.00

الخدمة

8 سنة و8 شهر و4 يوم

\$ 6,500.00

أيام الإجازة غير المستخدمة

?

12.00

الحساب

الإضافات والاستقطاعات

الدفع

الخدمة	8 سنة و8 شهر و4 يوم	8.68 سنة
الأجر اليومي	\$ 6,500.00 ÷ 30 يوماً	216.67 \$
سنوات الخدمة	5.00 سنة × 21 يوماً × 216.67 \$	22,750.00 \$
سنوات الخدمة	3.68 سنة × 30 يوماً × 216.67 \$	23,898.55 \$
المكافأة قبل السقف		46,648.55 \$
السقف	24 أشهر من الأجر	156,000.00 \$
مكافأة نهاية الخدمة		46,648.55 \$
الإجازة غير المستخدمة	12 يوماً × 216.67 \$	2,600.00 \$
إضافة	Notice pay (one month)	6,500.00 \$
استقطاع	Staff loan balance	2,400.00 \$ -
الصافي المستحق		53,348.55 \$

مكافأة نهاية الخدمة:

\$ 46,648.55

بدل الإجازة غير المستخدمة:

\$ 2,600.00

الإضافات:

\$ 6,500.00

الاستقطاعات:

\$ 2,400.00

الصافي المستحق:

\$ 53,348.55

A settlement in an Arabic interface, with the calculation in Arabic.

12. Limits

Limit	Detail
No legal advice	The three policies delivered with the module are examples to adapt: they do not replace your labour law. Check the rules that apply to your country and your contracts, and configure the policy accordingly.
No accounting entry	The settlement is a statement and a status: the payment is booked as you do for your payroll.
One wage	The gratuity is calculated on the monthly wage you enter, not on a history of wages.
Leave balance	The unused leave days are entered by hand.

13. For developers

In plain words: Skip this chapter if you only use the module.

```

eos = env['taqnix.eos'].create({'employee_id': employee.id, 'policy_id': policy.id, 'reas
    'date_start': '2018-03-01', 'date_end': '2026-10-31', 'wage': 6500.0, 'leave_days': 1
eos.service_years, eos.gratuity, eos.net
eos.action_approve()
eos.action_pay()
```

14. Troubleshooting

Problem	What to do
The gratuity is zero	Check the share lines: a line for the reason and the length of service may give 0%.
The wage is empty	Enter the monthly wage: it is proposed from the employee only if it is set there.
The employee already has a settlement	Open it, or cancel it to calculate another.
The unpaid days are more than the service	Enter fewer unpaid days.

15. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_end_of_service` . Your policies and settlements are kept.

16. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Configurable policies: tiers by years of service, cap, share by reason of leaving and length of service
- Three example policies
- Settlement with unpaid leave, leave pay, additions and deductions and a step by step breakdown
- Approval and payment status, statement in PDF with signature boxes
- Smart button on the employee, Arabic translation, automated tests