

Leave Balance

A guide to the leave balance report: the columns, scope and dates, unlimited leave types, overdrawn balances, analysis, printing and Excel.

1. Start here

In plain words: How many days of time off does each employee have left? In Odoo you open the employees one by one. **Leave Balance Report** puts it all in one report: for every employee and every leave type, the days **allocated**, **taken**, **waiting for approval** and **remaining**, by department, with the **overdrawn** balances in red, on screen, in **PDF** and in **Excel**.

Department	Employee	Leave type	Unit	Allocated	Taken
Administration	Abigail Peterson	Paid Time Off	days	21.00	16.00
Administration	Abigail Peterson	Compensatory Days	days	6.00	1.00
Administration	Ed Lambert	Paid Time Off	days	21.00	3.00
Administration	Ronnie Hart	Paid Time Off	days	21.00	10.00
Finance	Doris Cole	Paid Time Off	days	21.00	14.00
Finance	Doris Cole	Sick Time Off	days	0.00	2.00
Finance	Rachel Perry	Paid Time Off	days	21.00	7.00
Finance	Rachel Perry	Sick Time Off	days	0.00	1.00

Balance of each employee

Measures			
Total			
Paid Time Off			
Compensatory Days			
Remaining			
EJ Total			
Remaining			
	68.00	26.00	108.00
Administration	34.00	4.00	38.00
Finance	21.00	4.00	25.00
Operations	12.00	8.00	20.00
Sales	21.00	4.00	25.00

By department

Employee	Leave type	Allocated	Taken	Waiting	Remaining
Abigail Peterson	Paid Time Off	21.00	16.00	0.00	5.00
Abigail Peterson	Compensatory Days	6.00	1.00	0.00	4.00
Ed Lambert	Paid Time Off	21.00	3.00	2.00	16.00
Ronnie Hart	Paid Time Off	21.00	10.00	0.00	11.00
Finance					
Doris Cole	Paid Time Off	21.00	14.00	0.00	7.00
Doris Cole	Sick Time Off		2.00	0.00	-
Rachel Perry	Paid Time Off	21.00	7.00	0.00	14.00
Rachel Perry	Sick Time Off		1.00	0.00	-

The printed report

The balances, the remaining days by department, and the printed report.

Tip: The figures are computed from the allocations and the time off of Odoo itself, the way the Time Off dashboard of an employee adds them up: they match what employees see.

2. What you get

Feature	What it does
One line per employee and leave type	Allocated, taken, waiting for approval, remaining, and available once the requests are approved.
Odoo's own figures	Accruals, expiry dates and negative balances are handled as in the Time Off dashboard.
Any date	A day in the past shows what had been taken by then; today, everything that is booked.
Scope	The whole company, some departments (with their sub-departments), or chosen employees; some leave types or all those that need an allocation.
Unlimited types	Optionally, the days taken this year of the leave types without allocation (sick time off, unpaid...).
Overdrawn flagged	Negative balances in red, and filters for them, for the requests waiting and for nothing left.
Analysis	A pivot and a graph of the remaining days by department and leave type.
PDF and Excel	A PDF by department; an Excel file with the list and an employee by leave type table.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Time Off (<code>hr_holidays</code>)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_leave_balance.zip` ; unzip it to get the folder `taqnix_leave_balance` .
- 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 **Leave Balance Report** and press **Install**.

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

5. Show the balances

In plain words: In Time Off → Reporting → Leave Balance, choose what you need and click Show the balances.

Field	Meaning
As of	The date of the report.
Departments	The employees of these departments and their sub-departments. Empty: all.
Employees	Chosen employees (instead of the departments).
Leave types	Chosen leave types. Empty: all the types that need an allocation.
Include leave types without allocation	Adds the days taken this year of the types that do not need an allocation.

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My Company

Leave balance

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Show the balances

Analysis

Print

Export to Excel

As of

Oct 23

Departments

Employees

Employees in the report

10

Leave types

Paid Time Off

Sick Time Off

Compensatory Days

Extra Time Off

Include leave types without allocation

Overdrawn balances

Lines with a request waiting

1

2

Department	Employee	Leave type	Unit	Allocated	Taken	Pending	Remaining	Available
Administration	Abigail Peterson	Paid Time Off	days	21.00	16.00	0.00	5.00	5.00
Administration	Abigail Peterson	Compensatory Days	days	5.00	1.00	0.00	4.00	4.00
Administration	Eli Lambert	Paid Time Off	days	21.00	3.00	2.00	18.00	16.00
Administration	Ronnie Hart	Paid Time Off	days	21.00	10.00	0.00	11.00	11.00
Finance	Doris Cole	Paid Time Off	days	21.00	14.00	0.00	7.00	7.00
Finance	Doris Cole	Sick Time Off	days	0.00	2.00	0.00	0.00	0.00
Finance	Rachel Perry	Paid Time Off	days	21.00	7.00	0.00	14.00	14.00
Finance	Rachel Perry	Sick Time Off	days	0.00	1.00	0.00	0.00	0.00
Finance	Rachel Perry	Compensatory Days	days	5.00	1.00	0.00	4.00	4.00
Operations	Audrey Peterson	Paid Time Off	days	21.00	18.00	0.00	3.00	3.00
Operations	Ernest Reed	Paid Time Off	days	15.00	22.00	0.00	-7.00	-7.00
Operations	Ernest Reed	Compensatory Days	days	5.00	1.00	0.00	4.00	4.00
Operations	Jeffrey Kelly	Paid Time Off	days	21.00	5.00	3.00	16.00	13.00
Operations	Jeffrey Kelly	Sick Time Off	days	0.00	1.00	0.00	0.00	0.00
Operations	Jeffrey Kelly	Compensatory Days	days	5.00	1.00	0.00	4.00	4.00
Sales	Marcus	Paid Time Off	days	21.00	0.00	0.00	21.00	21.00

The balances: allocated, taken, pending, remaining and available. The overdrawn line is in red.

In plain words: At the top: the number of employees, the balances that are overdrawn and the lines with a request waiting.

6. The columns

Column	Meaning
Allocated	The days (or hours) allocated and valid on the date, accruals included.
Taken	Time off approved and taken (from the date of the leave on, for a past date).
Pending	Time off waiting for approval.
Remaining	Allocated minus taken.
Available	Remaining minus the requests waiting: what the employee can still ask for.
Unit	Days, or hours for the leave types counted in hours.

Tip: A leave type without allocation shows only the days taken and pending, in grey: there is no balance to compute.

7. Analysis

In plain words: **Analysis** opens the lines as a pivot, by department and leave type, and as a graph. Use the filters *Overdrawn*, *Waiting for approval* and *Nothing left*.

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My Company

Leave balance

Leave balance analysis

Search...

Measures

Total

Paid Time Off

Compensatory Days

Remaining

Remaining

Remaining

Total

88.00

20.00

108.00

Administration

34.00

4.00

38.00

Finance

21.00

4.00

25.00

Operations

12.00

8.00

20.00

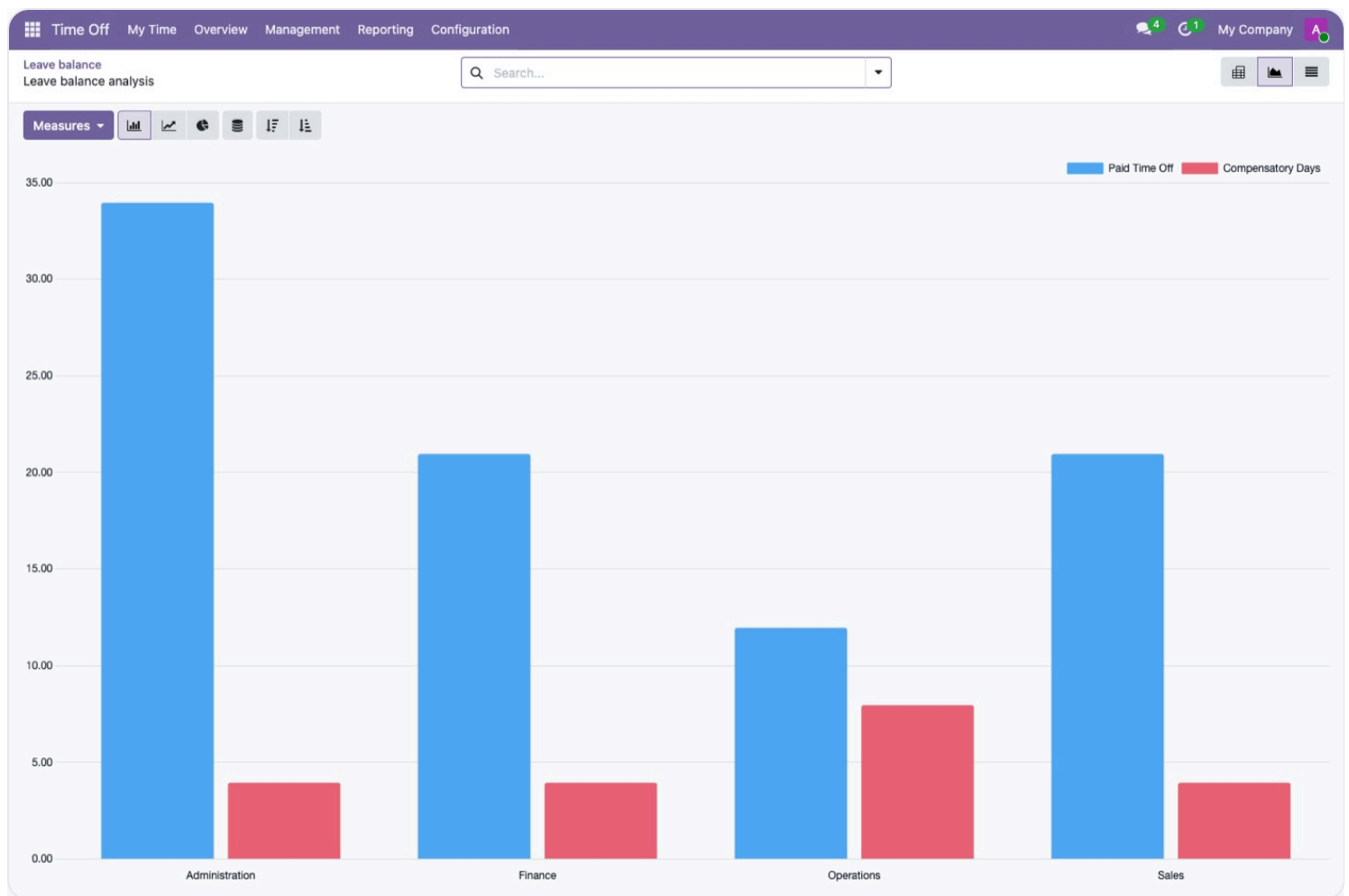
Sales

21.00

4.00

25.00

The remaining days by department and leave type.



The same as a graph.

8. Print and Excel

In plain words: **Print** gives a PDF by department. **Export to Excel** gives two sheets: the list of the balances, and a table with a line per employee and a column per leave type with the remaining days.

Leave balance as of 10/23/2026

Administration

Employee	Leave type	Allocated	Taken	Waiting	Remaining
Abigail Peterson	Paid Time Off	21.00	16.00	0.00	5.00 d
Abigail Peterson	Compensatory Days	5.00	1.00	0.00	4.00 d
Eli Lambert	Paid Time Off	21.00	3.00	2.00	18.00 d
Ronnie Hart	Paid Time Off	21.00	10.00	0.00	11.00 d

Finance

Employee	Leave type	Allocated	Taken	Waiting	Remaining
Doris Cole	Paid Time Off	21.00	14.00	0.00	7.00 d
Doris Cole	Sick Time Off		2.00	0.00	-
Rachel Perry	Paid Time Off	21.00	7.00	0.00	14.00 d
Rachel Perry	Sick Time Off		1.00	0.00	-
Rachel Perry	Compensatory Days	5.00	1.00	0.00	4.00 d

Operations

Employee	Leave type	Allocated	Taken	Waiting	Remaining
Audrey Peterson	Paid Time Off	21.00	18.00	0.00	3.00 d
Ernest Reed	Paid Time Off	15.00	22.00	0.00	-7.00 d
Ernest Reed	Compensatory Days	5.00	1.00	0.00	4.00 d
Jeffrey Kelly	Paid Time Off	21.00	5.00	3.00	16.00 d
Jeffrey Kelly	Sick Time Off		1.00	0.00	-
Jeffrey Kelly	Compensatory Days	5.00	1.00	0.00	4.00 d

Sales

The printed report, by department.

9. Who can do what

Who	Can
Time Off officers and administrators	Show, analyse, print and export the balances of all the employees.
Other users	No access to the report.

10. Arabic and right to left

My Company

الإجازات

وقتي

نظرة عامة

الإدارة

إعداد التقارير

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عرض الأرصدة

تحليل

طباعة

تصدير إلى إكسل

× Compensatory Days

× Sick Time Off

× Paid Time Off

× Extra Time Off

أنواع الإجازات

تضمين أنواع الإجازات بلا تخصيص

1 الأرصدة المسحوبة

2 أسطر بطلب ينتظر

حتى تاريخ ٢٣ أكتوبر

الأقسام

الموظفون

الموظفون في التقرير 10

القسم	الموظف	نوع الإجازة	الوحدة	المخصص	المأخوذ	معلق	المتبقي	المناح
Administration	Abigail Peterson	Paid Time Off	أيام	21.00	16.00	0.00	5.00	5.00
Administration	Abigail Peterson	Compensatory Days	أيام	5.00	1.00	0.00	4.00	4.00
Administration	Eli Lambert	Paid Time Off	أيام	21.00	3.00	2.00	18.00	16.00
Administration	Ronnie Hart	Paid Time Off	أيام	21.00	10.00	0.00	11.00	11.00
Finance	Doris Cole	Paid Time Off	أيام	21.00	14.00	0.00	7.00	7.00
Finance	Doris Cole	Sick Time Off	أيام	0.00	2.00	0.00	0.00	0.00
Finance	Rachel Perry	Paid Time Off	أيام	21.00	7.00	0.00	14.00	14.00
Finance	Rachel Perry	Sick Time Off	أيام	0.00	1.00	0.00	0.00	0.00
Finance	Rachel Perry	Compensatory Days	أيام	5.00	1.00	0.00	4.00	4.00
Operations	Audrey Peterson	Paid Time Off	أيام	21.00	18.00	0.00	3.00	3.00
Operations	Ernest Reed	Paid Time Off	أيام	15.00	22.00	0.00	-7.00	-7.00
Operations	Ernest Reed	Compensatory Days	أيام	5.00	1.00	0.00	4.00	4.00
Operations	Jeffrey Kelly	Paid Time Off	أيام	21.00	5.00	3.00	16.00	13.00
Operations	Jeffrey Kelly	Sick Time Off	أيام	0.00	1.00	0.00	0.00	0.00
Operations	Jeffrey Kelly	Compensatory Days	أيام	5.00	1.00	0.00	4.00	4.00
Sales	Marc Demo	Paid Time Off	أيام	21.00	9.00	0.00	12.00	12.00

The balances in an Arabic interface.

11. Limits

Limit	Detail
Up to 1000 employees	Choose a department for more.
Past dates	A past date counts the time off that had started by then; accruals follow Odoo's computation for that date.
No history	The report is computed when you open it from the allocations and the time off as they are now.
Unlimited types	Only the days of the current year.

12. For developers

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

```
balance = env['taqnix.leave.balance'].create({'as_of': '2026-06-30', 'department_ids': [(
balance.action_compute()
for line in balance.line_ids:
    print(line.employee_id.name, line.leave_type_id.name, line.allocated, line.taken, lin
```

13. Troubleshooting

Problem	What to do
There is no balance to show	The employees have no allocation of these leave types on that date: check the allocations, their dates and their state (approved).
An employee is missing	They are in another company or department, or have no allocation of the chosen types.
The figures differ from my own count	Time off waiting for approval is not in Taken; look at Pending and Available.
I cannot see the menu	You need the Time Off officer access right.

14. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_leave_balance` . Nothing is stored: the report is computed when you open it.

15. 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

- Allocated, taken, pending, remaining and available time off per employee and leave type
- Odoo's own computation, any date, departments, employees and leave types

- Overdrawn balances flagged; unlimited leave types optional
- Pivot and graph analysis, PDF by department and Excel export
- Arabic translation, automated tests

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