Annual Leave Accrual & Carry-Over Engine

User Guide · Odoo 18 / 19

HR & People

Technical module name: gb_annual_leave_accrual_carry_over_engine

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1. Overview

Statutory annual-leave maths is easy to get wrong: pro-rata for starters and leavers, carry-over caps, and Time Off In Lieu (TOIL). This module runs a proper accrual engine on top of HR — each employee gets a leave account per period, fed by ledger entries created under a configurable accrual policy.

Policies support equal monthly accrual, accrual per hours worked, or full entitlement up-front, with carry-over caps and pro-rata handling. TOIL is tracked as its own ledger so earned time in lieu sits alongside statutory leave.

Who is it for?

- HR teams managing statutory annual leave
- Payroll-adjacent staff reconciling leave balances
- Employers who need WTR-compliant accrual and carry-over

UK context

Built around the Working Time Regulations 5.6 weeks statutory entitlement, with carry-over caps and pro-rata for part-year workers.

2. Installation

The module is delivered as a standard Odoo application and installs cleanly on both Odoo 18 and Odoo 19 Community or Enterprise.

Step	Action
1	Enable developer/apps — Log in as an administrator and open the Apps menu.
2	Update the app list — Click Update Apps List so Odoo picks up newly added modules.
3	Search — Search for "Annual Leave Accrual & Carry-Over Engine" (technical name gb_annual_leave_accrual_carry_over_engine).
4	Install — Press Install. Required dependencies (hr) are installed automatically.

After installation a new top-level menu, Leave Accrual, appears in the main menu bar.

3. Configuration

Open Leave Accrual ▸ Configuration ▸ Policies and create an accrual policy. Choose the accrual method — Equal monthly accrual, Per hours worked or Full entitlement up-front — and set the entitlement, carry-over cap and pro-rata rules.

Each employee gets a leave account per period; ledger entries record every accrual, take and adjustment.

Key configuration records

Field	Description
Accrual Policy	Entitlement, accrual method (monthly / per-hours / up-front), carry-over cap and pro-rata settings.
Leave Account	An employee's balance for a period; opens, accrues and closes.
Ledger Entry	Each accrual, deduction or adjustment posted to a leave account.

Field	Description
TOIL Entry	Time Off In Lieu earned and used, tracked separately from statutory leave.

4. Step-by-step Walkthrough

Leave accounts open, accrue through the period, then close (carrying over within the cap):

Step	Action
1	Define a policy — Create an accrual policy with method, entitlement and carry-over cap.
2	Assign employees — Employees inherit the policy; a leave account is created per period.
3	Open the account — Use Open to activate the account for the period.
4	Accrue — Ledger entries accumulate the balance (monthly, per hours, or up-front).
5	Record TOIL — Log TOIL entries for time worked in lieu.
6	Close & carry over — Use Close at period end; balance carries over up to the cap.
7	Review — View ledger entries to audit how a balance was reached.

Status flow

Records move through the following statuses:

- Leave Account: Draft → Open → Closed (Reset to Draft available)
- Accrual methods: Equal monthly, Per hours worked, Full entitlement up-front

5. Feature Reference

Accrual policies

Equal monthly, per-hours-worked or up-front entitlement, with the statutory 5.6-week WTR entitlement as a starting point.

Pro-rata handling

Starters and leavers accrue the correct fraction of entitlement for the part of the year they work.

Carry-over caps

Unused leave carries into the next period only up to the configured cap, keeping balances compliant.

TOIL ledger

Time Off In Lieu is earned and consumed in its own ledger, separate from statutory annual leave.

Per-period leave accounts

Each employee has an auditable leave account per period that opens, accrues and closes.

Full ledger audit

Every accrual, deduction and adjustment is a ledger entry, so any balance can be explained.

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6. Tips, Troubleshooting & FAQ

Q: What entitlement does it assume?
A: The UK statutory 5.6 weeks under the Working Time Regulations, which you can adjust per policy.

Q: How is part-year leave handled?
A: Pro-rata: starters and leavers accrue only the proportion of entitlement for their worked period.

Q: Can unused leave roll over?
A: Yes, up to the carry-over cap set on the policy; anything above the cap is not carried.

Q: What about time off in lieu?
A: TOIL is tracked in its own ledger so it is visible alongside, but separate from, statutory leave.

Q: How do I audit a balance?
A: Open the leave account's ledger entries — every accrual and deduction is recorded.

Q: Which accrual methods are supported?
A: Equal monthly accrual, per hours worked, or full entitlement up-front.

7. Support

We are glad to help you get the most out of Annual Leave Accrual & Carry-Over Engine.

- Email: support@pokutsoft.com
- Apps & documentation: https://pokutsoft.com
- Please include your Odoo version (18 or 19) and the module version (18.0.1.0.0) when contacting support.

This module performs format generation and in-Odoo bookkeeping only. Where a third party (HMRC, a pension provider, a payroll bureau, a bank) is involved, the customer uses their own credentials/account to file or transmit. No filing is done on your behalf.