

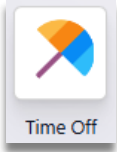
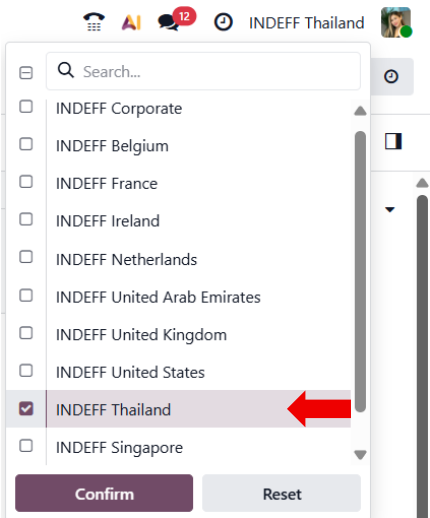
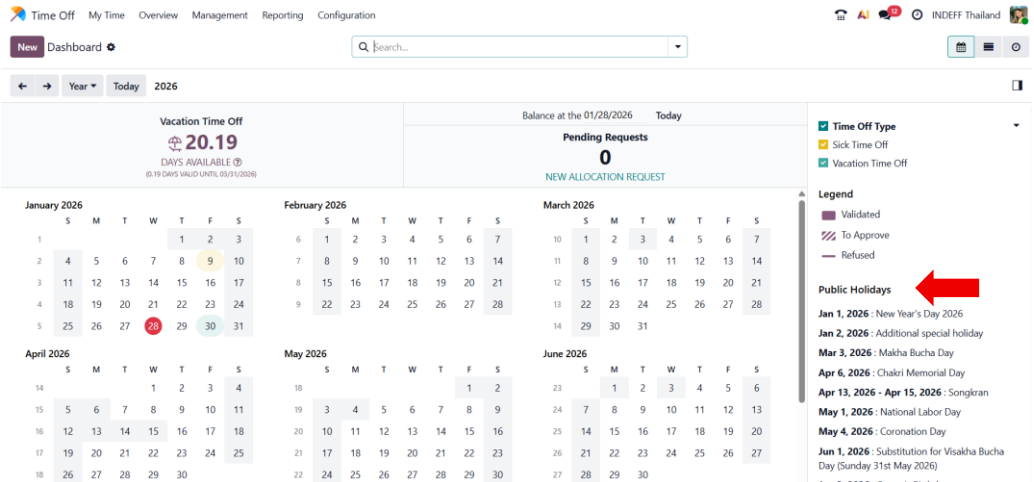
Work Instruction	WI-2.2.1 Time Off Management	
Version:	WIP	
Date:	10-Apr-26	
File Name:	WI-2.2.1 Time Off Management	
Author:	ploypin.tianponkrang@indef.com	

WI-2.2.1 Time Off Management				
Reference:	CSIA: Chapter 2.xx ISO 9001: Chapter xx SOP-2.xxx			
Involved:	[IE]: INDEFF Employee, [QD]: Quality Director			
Version History: (only approved)	ID	Status	Description	Date
			First published version	10-Apr-26

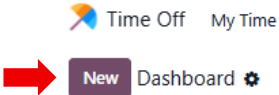
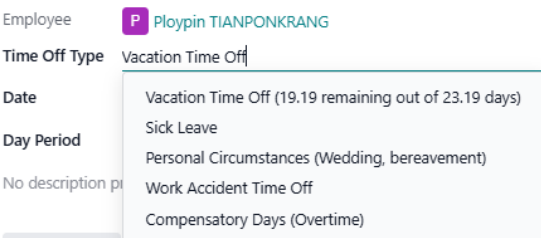
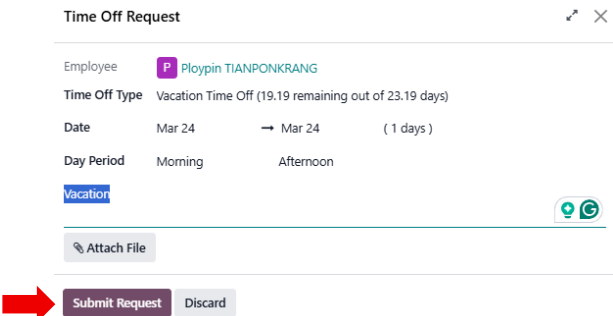
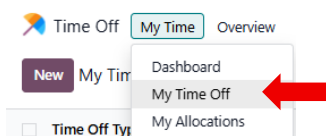
Purpose
This work instruction describes the use of the Time Off module in Odoo to submit, approve, and manage employee Time Off in a controlled and traceable manner.

Work Instruction	
Item	Description
1	<p>Overview</p> <p>The Odoo Time Off module is used to manage employee absences, including annual leave, sick leave, and other non-working periods.</p> <p>All Time Off requests shall be submitted and processed through the Odoo Time Off module.</p>

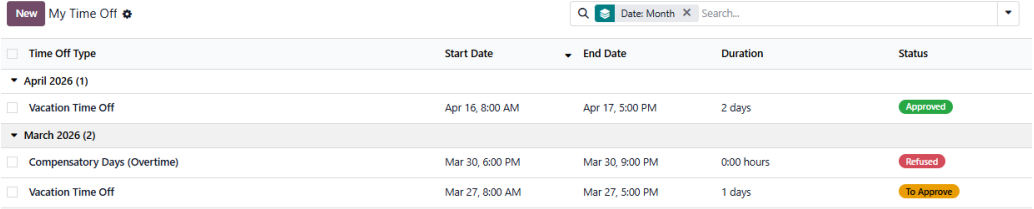


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2	<p>Start Odoo – Time Off</p> <p>Odoo is a web-based solution, so as a first step, the user must log on to the Odoo application of INDEFF. The Odoo home page appears, select “Apps” for an overview of all applications.</p> <div style="display: flex; align-items: center; margin: 10px 0;">  <p>Select the Time Off icon to start the application.</p> </div> <p>⚠ The most important thing to do is “always choose the right company first” ⚠</p> <div style="margin: 10px 0;">  </div> <p>After selecting the right company, the dashboard is displayed. The Public holidays list will appear on the right side.</p> <div style="margin: 10px 0;">  </div>

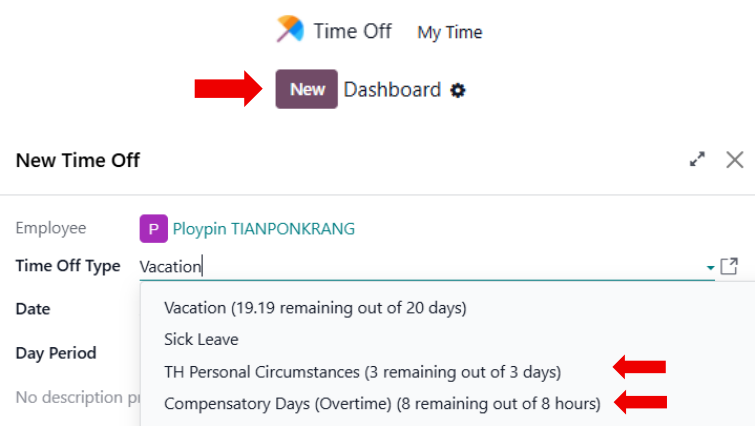
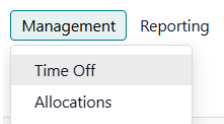
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3	<p>Submit a Time Off Request</p> <ol style="list-style-type: none"> Click “New” on your dashboard to create a new Time Off request.  Select the “Time Off Type”.  Enter the “Date” and “Day Period”. Add a reason or comment if required. Attach file if required. Click “Submit Request” 
4	<p>Review of your Time Off Status</p> <ol style="list-style-type: none"> Navigate to My Time, click My Time Off.  Review submitted requests and status: <ul style="list-style-type: none"> To Approve Approved Refused

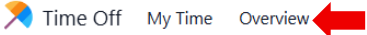
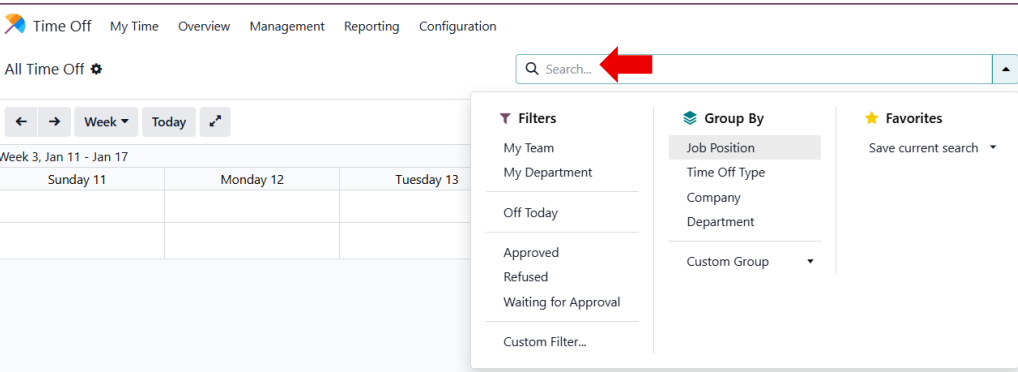
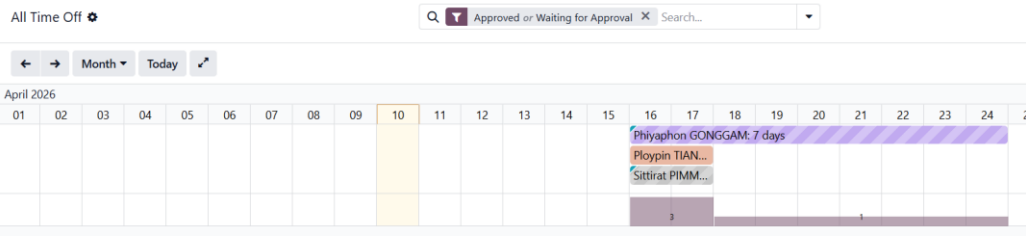
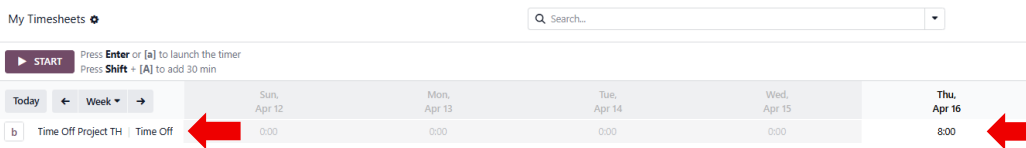
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	 <p>*Only approved requests are deducted from the available leave balance.</p>
5	<p>New Allocation Request</p> <p>You can request a new allocation to receive additional leave entitlement, including Compensatory Days (Overtime) and Personal Circumstances. According to the labor rights of the country where the company is located.</p>  <ol style="list-style-type: none"> Click the "New Allocation Request" button on the main Time Off dashboard or Go to Time Off > My Time > My Allocations and click the "New" button. Fill Out the Form: <ul style="list-style-type: none"> Time Off Type: Choose the type of leave (e.g., Compensatory Days (Overtime) or Personal Circumstances etc..) from the dropdown. Allocation: Enter the amount of extra time needed (days or hours). Reason/Description: Provide justification for the extra Time Off in the provided text field. Submit for Approval: <ul style="list-style-type: none"> Click "Save & Close" (if in a pop-up) or just "Save" and you will see your request is pending to approve. 


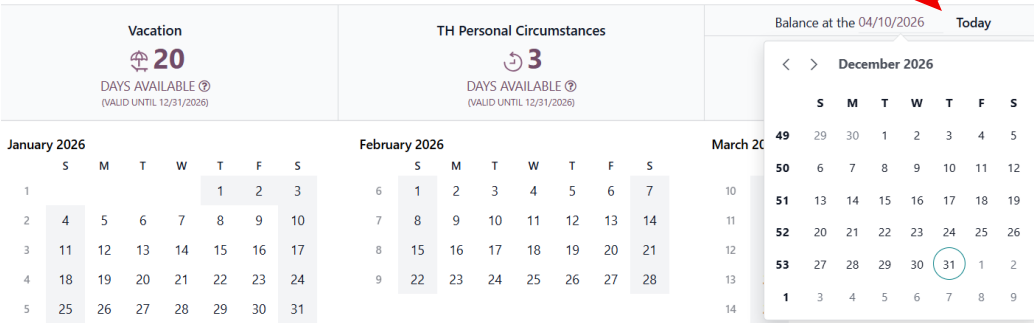
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	<p>4. Once the allocation request is approved by HR and your manager, the leave entitlement will be added to your balance and displayed on your dashboard.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Compensatory Days (Overtime)</p> <p>8</p> <p>HOURS AVAILABLE [Ⓜ]</p> </div> <div style="text-align: center;"> <p>TH Personal Circumstances</p> <p>3</p> <p>DAYS AVAILABLE [Ⓜ]</p> <p>(VALID UNTIL 12/31/2026)</p> </div> </div> </div> <p>5. You can use the leave by clicking "New" and selecting the desired dates.</p> <div style="margin: 10px 0;">  </div>																					
6	<p>Validate or Refuse Time Off (For HR and Manager)</p> <ol style="list-style-type: none"> Open the Time Off application. Go to Management <div style="margin: 10px 0;">  <div style="margin-left: 20px;"> <p>→ Select Time Off to approve leave requests</p> <p>→ Select Allocations to approve leave balances</p> </div> </div> <p>3. Select the request you want to review.</p> <div style="margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center; background-color: #d9ead3;">P</td> <td>Phiyaphon GONGGAM</td> <td>Vacation Apr - Mor - Apr - Afternoon 16 ning 24 oon</td> <td>7 days Amount</td> <td>20.00 / 20.00 Current balance</td> <td style="text-align: center;"> <div style="display: flex; justify-content: space-between;"> Approve Refuse </div> </td> <td style="text-align: center; color: yellow; font-weight: bold;">TO APPROVE</td> </tr> <tr> <td style="text-align: center; background-color: #d9ead3;">S</td> <td>Sittirat PIMMARAT</td> <td>Vacation Apr - Mor - Apr - Afternoon 16 ning 17 oon</td> <td>2 days Amount</td> <td>20.00 / 20.00 Current balance</td> <td style="text-align: center;"> <div style="display: flex; justify-content: space-between;"> Validate Refuse </div> </td> <td style="text-align: center; color: yellow; font-weight: bold;">TO VALIDATE</td> </tr> <tr> <td style="text-align: center; background-color: #d9ead3;">P</td> <td>Phiyaphon GONGGAM</td> <td>Vacation Mar - Mor - Mar - Afternoon 16 ning 17 noon</td> <td>2 days Amount</td> <td>20.00 / 20.00 Current balance</td> <td style="text-align: center;"> <div style="display: flex; justify-content: space-between;"> Approve Refuse </div> </td> <td style="text-align: center; color: yellow; font-weight: bold;">TO APPROVE</td> </tr> </tbody> </table> </div> <p>4. Click Validate or Refuse.</p> <p>5. Add comments if needed.</p>	P	Phiyaphon GONGGAM	Vacation Apr - Mor - Apr - Afternoon 16 ning 24 oon	7 days Amount	20.00 / 20.00 Current balance	<div style="display: flex; justify-content: space-between;"> Approve Refuse </div>	TO APPROVE	S	Sittirat PIMMARAT	Vacation Apr - Mor - Apr - Afternoon 16 ning 17 oon	2 days Amount	20.00 / 20.00 Current balance	<div style="display: flex; justify-content: space-between;"> Validate Refuse </div>	TO VALIDATE	P	Phiyaphon GONGGAM	Vacation Mar - Mor - Mar - Afternoon 16 ning 17 noon	2 days Amount	20.00 / 20.00 Current balance	<div style="display: flex; justify-content: space-between;"> Approve Refuse </div>	TO APPROVE
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7	<p>View Team Availability</p> <ol style="list-style-type: none"> Open the Time Off application. Select Overview.  Click Search box and select the Filters that you want to see.  
8	<p>Automatic reflection Time Off in Timesheets</p> <ol style="list-style-type: none"> Once your Time Off request is Validated (Approved), the system will automatically generate a corresponding entry in your Timesheet. These entries will be logged under the project named. "Time Off Project [Your Business Unit] Time Off". No manual entry is required from employees If your Time Off is later modified or cancelled, the system will automatically update or remove the Timesheet line accordingly. 

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9	<p>Tip: Check Remaining Leave Balance</p> <p>After your leave request is approved, the remaining leave days on the dashboard will not decrease.</p> <p>To check your correct balance:</p> <ol style="list-style-type: none"> 1. Click on the date selector. 2. Choose the date you want to check. 3. Select the end date of the year (e.g., 31.12.2026) 4. The system will display your remaining leave balance until that period. <div style="text-align: right; margin-top: 10px;">  </div> <div style="margin-top: 20px;">  </div>
End of Work Instruction	