3. PTO Request and Approval Tracker

Employee Name	Requested Time Off	Date Range	Approval Status	Notes
Employee-1	Vacation	Aug 5 – Aug 9	Approved	Backup arranged
Employee-2	Sick Leave	July 15	Pending	Requires a doctor's note
Employee-3	Personal	July 22 – July 23	Approved	Coverage confirmed
Employee-4	Training	July 30 – Aug 2	Approved	Skill upgrade session

A requisition tracker for PTO requests is required to maintain the smooth operation of IT activities. It provides a clear overview of all absences, allowing supervisors to easily plan the workload of such teams, assign duties, and ensure that help in these areas is covered without compromising key performance indicators, such as ticket resolution and system uptime. As an illustration, Slack Premium is an application that provides budgeting capabilities, enabling immediate collaboration, a critical alternative in cases where personnel are out of the office (John, 2024). Having provided PTO inclusions, there is no need for bottlenecks or escalations due to short staffing among supervisors. It is also transparent and impartial, which is critical in terms of employee trust and HR conciliation. Delays in managing incidents or closing tickets are eliminated by combining this type of tracker with real-time collaboration (Gbabo et al., 2022). This archiving helps ensure compliance during audits or HR assessments. It is a compulsory administrative instrument in the management of personnel and leadership responsibility.

References

John, B. (2024). The Role of Continuous Learning and Development in Sustaining Employee Competence and High Performance. https://www.researchgate.net/profile/Beauden-John/publication/386290492_The_Role_of_Continuous_Learning_and_Development_in_Sustaining_Employee_Competence_and_High_Performance/links/674c4baaf309a268c01b93c2/The-Role-of-Continuous-Learning-and-Development-in-Sustaining-Employee-Competence-and-High-Performance.pdf

Gbabo, E. Y., Okenwa, O. K., & Chima, P. E. (2022). Designing Communication and Escalation Models for Risk Coordination in Infrastructure Programs. https://www.allmultidisciplinaryjournal.com/uploads/archives/20250614191256_MGE-2025-3-270.1.pdf