

## PTO Request and Approval Tracker

Employee Name	Start Date	End Date	Days	Type	Status	Notes
John Smith	2025-07-15	2025-07-19	5	Vacation	Approved	Summer vacation – coverage arranged
Sarah Johnson	2025-08-02	2025-08-02	1	Personal	Pending	Medical appointment
Mike Chen	2025-08-10	2025-08-14	5	Vacation	Approved	Family trip – remote coverage available

### PTO Policy Summary

- **Vacation Days:** 15 days per year (accrued monthly)
- **Personal Days:** 5 days per year
- **Sick Leave:** 10 days per year
- **Notice Required:** 2 weeks for vacation, 24 hours for personal/sick
- **Approval Process:** Supervisor approval required for all requests

### Coverage Guidelines

- **Team Coverage:** Ensure adequate staffing during absences
- **Knowledge Transfer:** Document ongoing projects before leave
- **Emergency Contact:** Provide contact information for urgent issues
- **Handover:** Brief covering team member on critical tasks
- **Return Planning:** Schedule catch-up meeting upon return