3. PTO Request and Approval Tracker

Employee Name	Requested Time Off	Date Range	Supervisor Status	Notes
Person_1	Personal Leave	Jul 22–Jul 25	Approved	Shift coverage adjusted
Person_2	Vacation	Aug 1–Aug 5	Pending	Review coverage availability
Person_3	Sick Leave	Jul 15–Jul 17	Approved	Doctor's certificate attached

PTO Request and Approval Tracker is a practical approach to maintaining the team schedule and managing agility. It facilitates informed decisions by supervisors on how to balance workloads by providing a pooled source of information on employee leave maintenance, including names, dates, approval status, and notes, among others (Masereti, 2021). It can assist in avoiding redundancies when employing and designing jobs that are considered essential so that they can be filled beneficially, especially on the IT side, where a missed position can considerably slow reaction time or generate a higher volume of tickets. It further simplifies the process of workforce planning, as time-off tracking is policy-compliant, thereby providing clarity and fairness in the process of requesting and using leave for employees. This visibility enhances the continuity of different performances, as the SLA and KPIs, including the frequency of ticket resolution and system uptime, remain unaffected (Kinnunen, 2024). It has an ethos of openness, planning, and respect for employees, which are key features of effective team leadership.

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