

**PTO Request and Approval Tracker Table**

<b>Employee Name</b>	<b>Requested Time Off</b>	<b>Date Range</b>	<b>Supervisor Approval</b>	<b>Notes</b>
Employee 1	Sick Leave	July 22	Approved	Doctor's note on file
Employee 2	Family Vacation	Aug 1 – Aug 5	Pending	Backup coverage required
Employee 3	Training Program	July 26 – July 28	Approved	Aligns with KPI development goals
Employee 4	Personal Leave	July 31	Denied	The team is under full capacity that week

The PTO Request and Approval Tracker helps simplify the management of leaves, making the process more effective. It assists managers in maintaining moderation in staffing and prevents any SLA violations due to deficient support coverage. For instance, failing to provide time off within a single high-volume support window without backup could result in missing KPI goals, such as resolution time and customer satisfaction (Adebayo, 2023). The availability of absences, approval status, and contingency notes is presented in a table format, facilitating proactive planning. It is also fairer because this tracker ensures that all requests for leave, accompanied by the required documents, undergo an equal investigation process, thereby preventing miscommunication and conflict. Real-time tracking of leave overlaps is possible by connecting with calendar tools like Microsoft Teams or Zoho (Imam & Chowdhury, 2025). Finally, this tool will support leadership accountability and ensure consistency of support in the event of absences, thereby aligning personnel availability with the prioritization of work processes. It serves as both a risk management and scheduling resource for its IT supervisors.

## References

Adebayo, T. (2023). Payroll and Leave Management System.

[https://www.researchgate.net/profile/Slyvester-Heart/publication/383528828\\_Payroll\\_and\\_Leave\\_Management\\_System/links/66d11bfdb1606e24c2a88a4b/Payroll-and-Leave-Management-System.pdf](https://www.researchgate.net/profile/Slyvester-Heart/publication/383528828_Payroll_and_Leave_Management_System/links/66d11bfdb1606e24c2a88a4b/Payroll-and-Leave-Management-System.pdf)

Imam, M. H., & Chowdhury, M. (2025). TO WHAT EXTENT DOES THE USE OF PROJECT MANAGEMENT-ORIENTED DIGITAL COLLABORATION TOOLS AFFECT DELIVERY TIMELINES IN REMOTE TECH TEAMS?. *International Journal of Scientific Interdisciplinary Research*, 6(1), 163-184.

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