**DELIVERABLE #6**

**Saleem Mohammed**

**Information Technology Field Experience-EX20**

**Michael Moifolley**

**20th July, 2025**

**PTO Request and Approval Tracker**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name** | **Requested Time Off** | **Date Range** | **Supervisor Approval Status** | **Notes** |
| John Smith | Vacation | Aug 5 – Aug 9, 2025 | Approved | Coverage arranged |
| Priya Patel | Sick Leave | July 18 – July 20, 2025 | Pending | Doctor’s note to be submitted |
| David Kim | Personal Day | Aug 1, 2025 | Approved | Will check in remotely if needed |
| Maria Gonzalez | Family Emergency | July 22 – July 24, 2025 | Approved | HR notified |
| Ethan Brown | Jury Duty | Aug 12 – Aug 14, 2025 | Pending | Awaiting court confirmation |

**Reference**

Parmar, H., Quadros, R., Gaonkar, P., Menezes, B., & Jaswal, S. (2024, May). Integrated Workspace Management System. In *2024, Parul International Conference on Engineering and Technology (PICET)* (pp. 1-6). IEEE.