## **PTO Request and Approval Tracker Data**

Here is the data for your PTO Request and Approval Tracker, structured in a table format that you can easily copy and paste into an Excel spreadsheet.

| **Employee Name** | **Requested Time Off** | **Date Range** | **Approval Status** | **Notes** |
| --- | --- | --- | --- | --- |
| Jane Smith | Vacation | Aug 5 – Aug 10 | Approved | Family trip |
| Mark Johnson | Sick Leave | Jul 18 – Jul 20 | Pending | Flu recovery |
| Emily Zhang | Personal Day | Jul 25 | Declined | Short notice |
| Rock Smith | Vacation | Aug 5 – Aug 10 | Approved | Family trip |
| Juli Zhang | Personal Day | Jul 25 | Declined | Short notice |
| Mark Zuck | Sick Leave | Jul 18 – Jul 20 | Pending | Flu recovery |