# **PTO Request & Approval Tracker**

This table serves as a sample form or tracker for managing Paid Time Off (PTO) requests and their approval status within an IT team. It provides a clear overview of employee time-off requests, allowing supervisors to track and manage team availability effectively.

| **Employee Name** | **Date Range** | **Status** | **Notes** |
| --- | --- | --- | --- |
| John Smith | 2024-03-15 to 2024-03-17 | Approved | Family vacation |
| Sarah Johnson | 2024-04-02 to 2024-04-02 | Pending | Medical appointment |
| Mike Chen | 2024-04-10 to 2024-04-14 | Approved | Personal time off |
| Lisa Davis | 2024-04-20 to 2024-04-21 | Denied | Conflicts with system maintenance |

**Key Fields Explained:**

* **Employee Name:** The name of the team member requesting time off.
* **Date Range:** The specific start and end dates for the requested time off.
* **Status:** The current approval status of the request (e.g., Approved, Pending, Denied).
* **Notes:** Any additional information relevant to the request, such as the reason for time off or specific conditions.

This tracker can be used to demonstrate administrative readiness and efficient staff management.