

3. PTO Request and Approval Tracker

Employee Name	Requested Dates	Date Range	Approval Status	Notes
Anshu Sambu	2025-08-05	Aug 5 – Aug 9	✔ Approved	Family trip
Riya Patel	2025-09-01	Sept 1 – Sept 3	⌚ Pending	Awaiting project lead input
Omar Rahman	2025-07-28	July 28 – Aug 1	✖ Denied	Conflict with deployment week
Luis Gomez	2025-10-15	Oct 15 – Oct 20	✔ Approved	Approved 2 weeks in advance