

3. PTO Request and Approval Tracker (Sample Table)

Employee Name	Requested Time Off	Date Range	Supervisor Approval Status	Notes
User_1	Family Emergency	Jul 18–Jul 22	Approved	Shift coverage arranged
User_2	Vacation	Jul 29–Aug 2	Pending	Needs backup confirmation
User_3	Medical Leave	Jul 10–Jul 15	Approved	Return with a doctor's note

A PTO (Paid Time Off) Request and Approval Tracker is a crucial administrative tool that ensures seamless control over the workforce in IT teams. This is because supervisors can maintain continuity of operations in their workplaces by respecting personal leaves, recording employee names, days off, approval status, and notes in a single table that lists all employees. It increases transparency, eliminates conflicting schedules, and facilitates equitable distribution of workloads (French, 2021). This tracker helps plan proactive coverage of shifts, eliminating last-minute shocks that could disrupt ticket response times or SLA promises. It also facilitates HR collaboration, and all leave records are formally recognized and in compliance with the policy. The availability of a clear log of PTO activity can help teams schedule the matching of available resources to the project schedule or the times of high demand for services. It is beneficial in managing the workforce without drastically sacrificing employee welfare and well-being, even when it may impact the organization's work (Chang, 2024). Ultimately, it fosters corporate cultures that are respectful in the workplace.

References

- Chang, R. (2024). The impact of employees' health and well-being on job performance. *Journal of Education, Humanities and Social Sciences*, 29(1), 372-378.
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- French, N. (2021). *Paid Time Off (PTO): Work Stress as a Potential Moderator between Workaholism and PTO Usage*. East Carolina University.
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