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|  | EMPLOYEE **TIME OFF** TRACKER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  |  |  |  | Vacation |  | |  | **USED** |  |  | Sick |  | |  | **USED** |  |  | Paid TO |  | |  | **USED** |  |  | Unpaid TO |  | |  | **USED** |  |  |
|  |  |  |  |  |  | 17/29 | |  |  | 5/10 | |  |  | 5/5 | |  |  | 3/5 | |  |  |
|  | **Serena Simpson** | | | | | |  |  |  |  |  |  |  |  |  |
|  | Technical Manager | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | V | S | P | U |  |  |  | 15-01 | 16-02 | 21-04 | 16-06 |  |  |  | 08-09 | 08-11 | 06-12 |  |  |  |  | 07-04 | 25-06 | 07-07 | 22-09 |  |  |  | 22-11 |  |  |  |  |  |
|  |  | 29 | 10 | 5 | 5 |  |  |  | +2 | +3 | +5 | +3 |  |  |  |  |  | +2 |  |  |  |  | +1 |  |  |  |  |  |  | +2 |  |  |  |  |  |
|  | Allotted days | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | Vacation |  | |  | **USED** |  |  | Sick |  | |  | **USED** |  |  | Paid TO |  | |  | **USED** |  |  | Unpaid TO |  | |  | **USED** |  |  |
|  |  |  |  |  |  | 8/22 | |  |  | 4/10 | |  |  | 3/3 | |  |  | 2/3 | |  |  |
|  | **Martin Richardson** | | | | | |  |  |  |  |  |  |  |  |  |
|  | Personal Assistant | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | V | S | P | U |  |  |  | 11-02 | 06-08 |  |  |  |  |  | 04-01 | 03-03 | 09-06 | 12-10 |  |  |  | 17-02 | 26-03 |  |  |  |  |  | 05-08 |  |  |  |  |  |
|  |  | 22 | 10 | 3 | 3 |  |  |  | +1 | +5 |  |  |  |  |  |  |  |  |  |  |  |  | +1 |  |  |  |  |  |  | +1 |  |  |  |  |  |
|  | Allotted days | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | Vacation |  | |  | **USED** |  |  | Sick |  | |  | **USED** |  |  | Paid TO |  | |  | **USED** |  |  | Unpaid TO |  | |  | **USED** |  |  |
|  |  |  |  |  |  | 17/25 | |  |  | 3/10 | |  |  | 0/5 | |  |  | 5/5 | |  |  |
|  | **Maisie Carr** | | | | | |  |  |  |  |  |  |  |  |  |
|  | CFO | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | V | S | P | U |  |  |  | 11-04 | 19-08 | 11-10 | 06-12 |  |  |  | 28-04 |  |  |  |  |  |  |  |  |  |  |  |  |  | 22-05 | 29-06 | 15-09 | 30-11 |  |  |
|  |  | 25 | 10 | 5 | 5 |  |  |  | +1 | +10 | +2 |  |  |  |  | +2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | +1 |  |  |
|  | Allotted days | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | Vacation |  | |  | **USED** |  |  | Sick |  | |  | **USED** |  |  | Paid TO |  | |  | **USED** |  |  | Unpaid TO |  | |  | **USED** |  |  |
|  |  |  |  |  |  | 16/20 | |  |  | 5/10 | |  |  | 2/2 | |  |  | 2/2 | |  |  |
|  | **Eddie Sutton** | | | | | |  |  |  |  |  |  |  |  |  |
|  | Receptionist | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | V | S | P | U |  |  |  | 21-02 | 04-07 |  |  |  |  |  | 02-09 |  |  |  |  |  |  | 24-06 |  |  |  |  |  |  | 23-05 |  |  |  |  |  |
|  |  | 20 | 10 | 2 | 2 |  |  |  | +10 | +4 |  |  |  |  |  | +4 |  |  |  |  |  |  | +1 |  |  |  |  |  |  | +1 |  |  |  |  |  |
|  | Allotted days | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | Vacation |  | |  | **USED** |  |  | Sick |  | |  | **USED** |  |  | Paid TO |  | |  | **USED** |  |  | Unpaid TO |  | |  | **USED** |  |  |
|  |  |  |  |  |  | 15/24 | |  |  | 0/10 | |  |  | 0/4 | |  |  | 2/4 | |  |  |
|  | **Jason McDaniel** | | | | | |  |  |  |  |  |  |  |  |  |
|  | Bookkeeper | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | V | S | P | U |  |  |  | 12-08 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 14-11 |  |  |  |  |  |
|  |  | 24 | 10 | 4 | 4 |  |  |  | +14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | +1 |  |  |  |  |  |
|  | Allotted days | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | [**© TemplateLab.com**](https://templatelab.com/) | | | | |  |