Monthly time off calendar

Month: _____ Team: _____ PTO = approved, REQ = requested, UNAV = unavailable, HOL = holiday

Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	PTO days

Count people off each day before you approve another request for it.

Free template from workzenly.com