PTO tracker

Employee: _____ Year: _____ Accrual per pay period: _____

Carryover: _____ Maximum balance: _____ Manager: _____

Pay period	Period ends	Hours accrued	PTO hours used	Dates used and notes	Balance
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					

Pay period	Period ends	Hours accrued	PTO hours used	Dates used and notes	Balance
26					

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