

PTO Tracker (Paid Time Off)

Employee _____ Year _____

Starting balance (hrs) _____ Accrual rate _____ Cap (hrs) _____

#	Pay period end	Hours worked	PTO earned	PTO used	Balance	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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21						
22						
23						
24						
25						
26						

Balance = previous balance + PTO earned – PTO used (never above the cap, if your policy has one). Your policy and state law decide accrual and payout rules.