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| PTO Tracker | | | | | | |  | | | | |
| **Employee Name** | **Vacation Days** | | | **Sick Days** | | | **Personal Days** | | | **Total Remaining PTO** |
| Total Vacation Days | Available Vacation Days | Used Vacation Days | Total Sick Days | Available Sick Days | Used Sick Days | Total Personal Days | Available Personal Days | Used Personal Days |
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