|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Job Title** | **Department** | **Start Date** | **Total Allowance** | **Used** | **Remaining** | **Approved** | **Pending** |
| John Smith | Sales Manager | Sales | 01/01/2023 | 20 | 10 | 10 | 5 | 2 |
| Jane Doe | Marketing Coordinator | Marketing | 03/15/2023 | 25 | 15 | 10 | 8 | 0 |
| Bob Johnson | IT Specialist | IT | 02/01/2023 | 15 | 5 | 10 | 5 | 1 |

This template includes the following columns:

* Employee Name: The name of each employee whose annual vacation details are being tracked.
* Job Title: The employee's job title within the organization.
* Department: The department in which the employee works.
* Start Date: The date on which the employee started working at the organization.
* Total Allowance: The total number of vacation days each employee is entitled to for the year.
* Used: The number of vacation days each employee has used so far.
* Remaining: The number of vacation days each employee has remaining for the year.
* Approved: The number of vacation days that have been approved for each employee.
* Pending: The number of vacation days that have been requested but are pending approval.

This table is useful for keeping track of each employee's vacation allowance, usage, and remaining days. It can also help managers and HR departments approve and track vacation requests to ensure that employees are taking time off in a responsible and efficient manner. You can customize this template by adding or removing columns, adjusting the number of rows, and formatting the table to fit your organization's specific needs.