Employee Annual Vacation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Total Allowance** | **Used** | **Remaining** | **Approved** | **Pending** |
| John Smith | 20 | 10 | 10 | 5 | 2 |
| Jane Doe | 25 | 15 | 10 | 8 | 0 |
| Bob Johnson | 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.
* 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.

You can customize this template to fit the specific needs of your organization by adding or removing columns, adjusting the number of rows as needed, and formatting the table to be visually appealing and easy to read.