

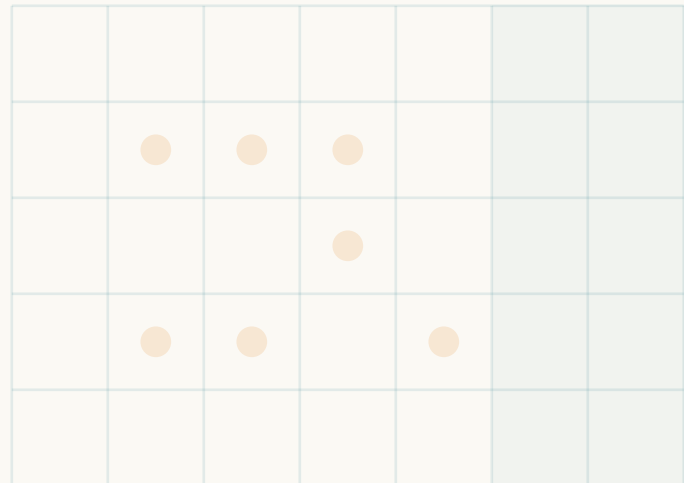


AN ARDENT WORKSHOP PRODUCT

Free PTO Tracker Starter

Log a month of leave, free — from Ardent Workshop.

[Start here](#)



Your free absence tracker

A fast, free way to get every absence into one place. Log who's off this month — the person, the leave type, and the dates — and the tracker counts the working days for you and tallies the days off per person. It's the habit that makes the whole thing work: log it once, and stop hunting through emails and texts to remember who's away.

How to use it

- 1 Open PTO-Absence-Tracker-Starter.xlsx in Excel or Google Sheets.
- 2 For each absence, pick the person and leave type, then enter the start and end dates.
- 3 The Days column counts the working days for you; the tally shows each person's days off this month.

READY FOR BALANCES AND COVERAGE, NOT JUST A LOG?

This starter logs one month. The full PTO / Absence & Coverage Tracker keeps each person's PTO balance — allowance, approved, pending, and remaining — draws a day-by-day team calendar that flags every day coverage drops below your minimum, and adds a year overview and four plain-English guides, in one owned spreadsheet (Excel, Google Sheets, or LibreOffice).

[Get the full PTO / Absence & Coverage Tracker >](#)

Free starter from Ardent Workshop. The example team is fictional and illustrative. This is a record-keeping template, not payroll software, and not HR, legal, or employment advice.