

Time Off in Lieu Tracker

Team / department: _____ Period: _____ Unit: _____

Date	Employee	Overtime reference or reason	Hours earned	Hours taken	Running balance	Expires on	Approved by	Notes
2026-07-06	Alex Morgan	Release cutover	2.50	0.00	2.50	2026-10-06	S. Rivera	
2026-07-11	Alex Morgan	Client deadline	1.50	0.00	4.00	2026-10-11	S. Rivera	
2026-07-24	Alex Morgan	Half day taken	0.00	4.00	0.00		S. Rivera	
Remaining balance								

One row per event: hours earned when overtime is worked, hours taken when the time off is used. The running balance is earned minus taken up to that row.