

Automated Payroll Leave Deduction Statement

For the Pay Period: 01 June 2024 - 30 June 2024

Employee Name:

John Doe

Employee ID:

EMP12456

Designation:

Software Engineer

Department:

Information Technology

Pay Date:

30 June 2024

Leave Type	Date(s)	No. of Days	Reason	Deduction per Day	Total Deduction
Casual Leave (Unpaid)	07 June 2024	1	Personal Reason	â,12,000	â,12,000
Sick Leave (Unpaid)	14 June 2024 - 15 June 2024	2	Medical	â,12,000	â,14,000
				Total Leave Days	3

Total Leave Deduction:

â,16,000

Important Notes:

- This statement reflects only the leave deductions for the specified pay period.
- Leaves that exceed available paid leave quotas are deducted as per company policy.
- For any discrepancies, contact the HR department within 7 working days.
- This is a system-generated document and does not require a signature.