

Consolidated Leave Deduction Statement

Employee Name:	John Doe	Employee ID:	EMP12345
Designation:	Senior Analyst	Department:	Finance
Pay Period:	June 2024	Date of Joining:	01-Jan-2021

Leave Deduction Details

Leave Type	Opening Balance	Availed Leaves	Approved Leaves	Excess/Unapproved Leaves	Deduction Days	Remarks
Casual Leave	5	4	4	0	0	-
Sick Leave	8	2	2	0	0	-
Privilege Leave	10	2	1	1	1	Unapproved
Leave Without Pay	0	1	0	1	1	LWP
Total Leave Deduction Days					2	

Payroll Deduction Summary

Component	Deduction Days	Deduction Amount
Basic Salary	2	Rs. 2,000
Other Allowances	2	Rs. 1,000
Total Deduction		Rs. 3,000

Important Notes

- This statement reflects all leave deductions considered for the payroll month specified above.
- Unapproved or excess availed leaves are deducted as Leave Without Pay in accordance with company policy.
- Employees are advised to review and report any discrepancies within 2 working days of receipt.
- For clarification regarding leave balance or deductions, contact the HR/Payroll department.
- All calculations are subject to HR policy revisions and statutory regulations.