

Leave Deduction Statement

For Payroll Period: June 2024

Employee Name: Jane Doe

Employee ID: 123456

Department: Finance

Designation: Payroll Analyst

Date of Joining: 10-Feb-2022

Reporting Manager: John Smith

Leave Deduction Summary

Date	Leave Type	Duration (Days)	Status	Remarks	Deducted Amount
2024-06-05	Casual Leave	1	Approved	Exceeds CL quota	\$60.00
2024-06-14	Unpaid Leave	0.5	Approved		\$30.00
2024-06-27	Sick Leave	2	Approved	Partial balance available	\$40.00

Total Leave Deduction Amount: \$130.00

Payroll Processor: Emily Clark

Date of Issue: 01-July-2024

Important Notes

- This statement reflects only salary deductions due to leave during the specified payroll period.
- All leave requests are subject to company policies and approval from the reporting manager.
- Please review your leave balance and report discrepancies within 5 working days.
- Further clarifications should be directed to the payroll or HR department.