

ABC Enterprises Ltd.

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Cityville, State 43210

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Employee Leave Deduction Statement

Employee Name: John Doe  
Employee ID: E10245  
Department: Administration  
Pay Period: 01-May-2024 to 31-May-2024  
Date Issued: 04-Jun-2024

Leave Deduction Details

Leave Type	Leave Taken (Days)	Approved Leave Balance	Excess Leave (Days)	Deduction Per Day	Total Deduction
Casual Leave	3	2	1	₹1,200	₹1,200
Sick Leave	1	5	0	₹1,200	₹0
Earned Leave	0	7	0	₹1,200	₹0
Total Deduction for Pay Period					₹1,200

**Remarks:** 1 day of excess Casual Leave has been deducted from the current salary as per company leave policy.

Important Notes

- This document provides a detailed breakdown of leave deductions affecting the current pay period.
- All leave balances and deductions are calculated as per company HR and payroll policies.
- Employees are advised to regularly check their leave balance and plan accordingly to avoid salary deductions.
- For any discrepancies, contact the HR or Payroll department within 5 working days of receiving this statement.