

Leave Deduction Statement - Payroll

Employee Name: John Doe

Employee ID: E12345

Department: Finance

Month/Year: June 2024

Leave Deduction Details

Date	Type of Leave	Leave Days	Leave Balance Before	Leave Balance After	Deduction Amount	Remarks
05/06/2024	Casual Leave	1	10	9	\$80.00	Exceeded limit
12/06/2024	Sick Leave	0.5	8	7.5	-	Within limit
23/06/2024	Casual Leave	1	7.5	6.5	\$80.00	Exceeded limit
Total Deduction				\$160.00		

Important Notes

- Ensure that all leave entries are supported by official records or approvals.
- Deduction amounts apply only to excess leave taken beyond the approved quota.
- Retain this document for payroll audit and employee acknowledgment.
- Any discrepancies should be reported within the current payroll period.
- Leave balances should be verified before finalizing deductions.