

# 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.