

# Monthly Leave Deduction Report

Payroll Department  
Month: **March 2024**  
Prepared on: **01-Apr-2024**

## Employee Leave Deductions

Employee ID	Name	Department	Total Leave Entitled	Leave Taken (Days)	Unpaid Leave	Deduction Amount	Remarks
EMP0023	Jane Doe	HR	18	2	0	â€”	
EMP0041	Michael Tan	Finance	18	5	1	\$120.00	Unpaid leave
EMP0107	Liang Wei	IT	18	0	0	â€”	
EMP0238	Anjali Singh	Marketing	18	3	0.5	\$60.00	Exceeded entitlement
EMP0300	Samuel Lim	Logistics	18	1	0	â€”	

## Summary

Total Employees	Total Unpaid Leave (Days)	Total Deduction Amount
5	1.5	\$180.00

## Important Notes

- This report lists all leave deductions for the specified month based on unpaid leave taken by employees.
- Deduction amounts are automatically calculated based on company policy and salary structure.
- All leave records and calculations should be verified before finalizing payroll disbursement.
- Contact the HR Department for any discrepancies found in leave records.
- This report is for internal payroll processing and should be treated as confidential.