

# Leave Deduction Statement

Payroll Month: June 2024

**Employee Name:** John Doe  
**Employee ID:** E12345  
**Department:** Finance  
**Designation:** Payroll Specialist  
**Date of Joining:** 05 Feb 2022

## Leave Details

Type of Leave	Leave Entitled (Days)	Leave Availed (Days)	Leave Balance (Days)	Excess Leave (Days)
Casual Leave	2	2	0	0
Sick Leave	2	3	0	1
Paid Leave	1	0	1	0

## Leave Deduction Summary

Excess Leave Type	No. of Days Deducted	Rate per Day (â‚¹)	Total Amount Deducted (â‚¹)
Sick Leave	1	1,500	1,500
Total Leave Deduction			1,500

## Important Notes

- This statement summarizes leave entitlement, availed leave, and any deductions in salary due to excess leave.
- Employees are advised to verify the details and report discrepancies, if any, to the HR department immediately.
- Leave balance is calculated as per the company's leave policy for the current payroll month.
- Deductions for excess leave are based on the basic daily wage/salary.
- This statement should be retained for payroll records and future reference.