

# 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 (₹) | Total Amount Deducted (₹) |
|------------------------------|----------------------|------------------|---------------------------|
| Sick Leave                   | 1                    | 1,500            | 1,500                     |
| <b>Total Leave Deduction</b> |                      |                  | <b>1,500</b>              |

## 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.