

Standard Leave Deduction Statement

Employee Name:	John Doe	Employee ID:	EMP10293
Department:	Finance	Designation:	Payroll Analyst
Pay Period:	01 Jun 2024 - 30 Jun 2024	Date of Issue:	01 Jul 2024

Leave Deduction Details

Date	Type of Leave	No. of Days	Status	Leave Deducted
07 Jun 2024	Sick Leave	1	Approved	1
15 Jun 2024	Casual Leave	0.5	Approved	0.5
20 Jun 2024	Unpaid Leave	1	Approved	1

Total Leave Taken:	2.5 Days	Leave Balance:	7.5 Days
Unpaid Leave Deduction:	1 Day (Salary Deducted as per policy)		

Important Notes:

- Verify all leave entries and deductions before final payroll processing.
- Unpaid leave will result in salary deduction as per company policy.
- Report any discrepancies to the HR department within the current pay cycle.
- This statement should be kept as a record for future reference.