

Overtime & Leave Deduction Slip

For [Month & Year]

Employee Name: [Employee Name] Employee ID: [Employee ID]
Department: [Department] Designation: [Designation]

Overtime Details

Date	Hours Worked	Approved By
[Date]	[No. of Hours]	[Approver Name]
[Date]	[No. of Hours]	[Approver Name]
Total	[Total Overtime Hours]	

Leave Deduction Details

Date	Type of Leave	No. of Days	Reason
[Date]	[Leave Type]	[No. of Days]	[Reason]
Total Leave Deducted		[Total Leave Days]	

Prepared By:

Approved By:

Important Notes:

- This slip is to be used for record and payroll adjustment purposes only.
- Ensure all details are checked and approved by authorized personnel.
- Attach relevant supporting documents for overtime and leaves claimed.
- Discrepancies should be reported within five working days of receipt.
- Maintain this slip for future reference and compliance audits.