

# Compensatory Leave Statement

Employee Name	John Doe
Employee ID	EMP123456
Department	Human Resources
Designation	HR Executive
Period	01 January 2024 – 31 March 2024
Date of Issue	02 April 2024

Details of Compensatory Leave Earned

Date Worked	Reason/Project	No. of Hours Worked	Compensatory Leave Earned	Approved By
21 Jan 2024 (Sunday)	Urgent Recruitment Drive	6	1 Day	Ms. Smith
25 Feb 2024 (Public Holiday)	Induction Program	5	0.5 Day	Mr. Brown
10 Mar 2024 (Saturday)	Payroll Processing	8	1 Day	Ms. Clark
Total Compensatory Leave Earned			2.5 Days	
Total Compensatory Leave Availed			1 Day	
Balance Compensatory Leave			1.5 Days	

Remarks

Please ensure that the Compensatory Leave availed is as per the approved company policy. For any discrepancies, contact the HR department.

Important Notes

- Compensatory Leave is granted for working on official holidays or weekly offs with prior approval.
- Availing Compensatory Leave is subject to company policy and sanction from the reporting manager.
- Unused Compensatory Leave should be availed within the stipulated period as per company rules.
- This statement must be retained for record and audit purposes.