

EMPLOYEE GARDEN LEAVE COMPENSATION

Payroll Record

EMPLOYEE DETAILS

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

JOB TITLE

PAY PERIOD

GARDEN LEAVE PERIOD DETAILS

GARDEN LEAVE START DATE

GARDEN LEAVE END DATE

TOTAL GARDEN LEAVE DAYS

EARNINGS & COMPENSATION

DESCRIPTION	AMOUNT
Basic Salary (Garden Leave Rate)	
Notice Period Allowance	
Benefits Continuity Allowance	
Other Compensation / Vesting Adjustments	
Total Gross Compensation	

DEDUCTIONS

DESCRIPTION	AMOUNT
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DESCRIPTION	AMOUNT
Income Tax	
Social Security / National Insurance	
Pension / Retirement Contribution	
Other Deductions	
Total Deductions	

SUMMARY

NET PAYMENT AMOUNT	
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Prepared By (Payroll Officer / HR Representative)

DATE

Authorized Signatory (Finance / Management)

DATE
