

GARDEN LEAVE COMPENSATION

Payroll Processing & Settlement Form

COMPANY NAME _____

PROCESSING DATE _____

EMPLOYEE INFORMATION

EMPLOYEE NAME _____

EMPLOYEE ID _____

DEPARTMENT / BUSINESS UNIT _____

JOB TITLE _____

GARDEN LEAVE PERIOD DETAILS

NOTICE DATE _____

GARDEN LEAVE START DATE _____

GARDEN LEAVE END DATE (TERMINATION DATE) _____

TOTAL GARDEN LEAVE CALENDAR DAYS _____

APPLICABLE NOTICE PERIOD (WEEKS/MONTHS) _____

COMPENSATION & EARNINGS BREAKDOWNS

EARNINGS DESCRIPTION	AMOUNT
Base Salary (During Garden Leave)	
Contractual Allowances (Car, Housing, Mobile, etc.)	
Accrued Untaken Holiday Pay (If applicable)	
Other Contractual / Ex-Gratia Payments	
Gross Compensation / Earnings Total	

DEDUCTIONS

DEDUCTION DESCRIPTION	AMOUNT
Income Tax	
Social Security / Pension Contribution	
Company Property/Equipment Non-Return Deductions	

DEDUCTION DESCRIPTION	AMOUNT
Other Statutory / Voluntary Deductions	
Total Deductions	

<p>NET GARDEN LEAVE SETTLEMENT PAY</p> <div style="border: 1px solid black; width: 200px; height: 20px; margin: 10px auto;"></div>

PREPARED BY (PAYROLL SPECIALIST)

DATE _____

APPROVED BY (HR/FINANCE DIRECTOR)

DATE _____

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT & TERMS

EMPLOYEE SIGNATURE _____

DATE _____