

GARDENING LEAVE SALARY DISBURSEMENT

Payroll Statement & Release Document

Company Name: **Disbursement Date:**

Employee Name: **Employee ID:**

Department: **Job Title:**

Leave Start Date: **Leave End Date:**

Pay Period Start: **Pay Period End:**

Earnings (Gardening Leave Compensation)

Description	Amount
Basic Salary (Gardening Leave Period)	
Housing Allowance (if applicable)	
Transport Allowance (if applicable)	
Other Special Allowances	
Gross Earnings	

Deductions

Description	Amount
Income Tax	
National Insurance / Pension Contribution	
Health Insurance Contribution	
Other Deductions	
Total Deductions	

Summary

Net Pay Disbursement (Gross Earnings - Total Deductions)	
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PREPARED BY (HR/PAYROLL SPECIALIST)

Date:

APPROVED BY (AUTHORIZED REPRESENTATIVE)

Date: _____

EMPLOYEE ACKNOWLEDGMENT & RECEIPT SIGNATURE

Date: _____

This document is confidential. Processing is completed in accordance with gardening leave terms and employment legislation.