

PAYMENT IN LIEU OF NOTICE

Calculation Sheet

Employee Name:

Employee ID:

Department:

Termination Date:

Notice Period Required:

Calculation Date:

Description / Calculation Basis	Rate / Factor	Amount
Base Salary / Pay Rate		
Notice Period Duration (Weeks/Months/Days)		
Gross Pay in Lieu of Notice (Subtotal)		
Add: Other Entitlements (if applicable)		
Less: Tax Deductions		
Less: Other Deductions (Specify: _____)		
NET PAYMENT IN LIEU OF NOTICE		

CALCULATION NOTES / REMARKS

Prepared By (Payroll Specialist)

Date: _____

Approved By (HR / Finance Manager)

Date: _____