

GARDENING LEAVE PAYROLL CALCULATOR

Compensation Statement & Settlement Template

EMPLOYEE INFORMATION

Employee Name

Employee ID

Department

Job Title

Pay Period

GARDENING LEAVE TIMELINE

Notice Date

Gardening Leave Start Date

Gardening Leave End Date

Total Calendar Days

Applicable Working Days

Daily Rate Basis

EARNINGS & COMPENSATION

Description	Base Reference Amount	Calculation / Percentage	Total Earnings
Basic Salary Compensation			
Car Allowance / Transport Benefit			
Health & Insurance Allowance			
Other Housing/Utility Allowances			
Accrued Untaken Holiday Pay (if applicable)			
Gross Gardening Leave Pay			

STATUTORY & VOLUNTARILY DEDUCTIONS

Deduction Item	Rate/Basis	Amount Deducted
Income Tax		
Social Security / National Insurance		
Pension Contribution (Employee)		
Other Company Deductions		
Total Deductions		

Total Gross Compensation:

Total Pay Deductions:

Net Gardening Leave Payment:

Prepared By (Payroll/HR Officer Signature)

Date: _____

Approved By (Authorized Signatory)

Date: _____