

GARDENING LEAVE PAY CALCULATION WORKSHEET

Payroll Department Confidential Document

EMPLOYEE DETAILS

Employee Name: _____ Employee ID: _____
Department: _____ Job Title: _____
Notice Date: _____ Calculation Date: _____

GARDENING LEAVE PERIOD DETAILS

Leave Start Date: _____ Leave End Date: _____
Total Calendar Days: _____ Total Working Days: _____

1. BASE COMPENSATION & BENEFIT RATES

| Description | Basis (Monthly / Daily / Hourly) | Rate / Amount |
|---|----------------------------------|---------------|
| Basic Salary | | |
| Car / Travel Allowance | | |
| Housing / Living Allowance | | |
| Pension / Retirement Benefit Contribution | | |
| Other Fixed Allowance (Specify: _____) | | |

2. GARDENING LEAVE GROSS EARNINGS CALCULATION

| Description | Calculation Method (e.g., Days x Rate) | Subtotal |
|--|--|----------|
| Pro-Rata Basic Salary | | |
| Pro-Rata Allowances | | |
| Accrued Untaken Leave / Vacation Pay (if applicable) | | |
| Other Payments (Specify: _____) | | |
| TOTAL GROSS GARDENING LEAVE PAY | | |

3. STATUTORY & VOLUNTARY DEDUCTIONS

| Description of Deduction | Amount |
|---|--------|
| Income Tax Deduction | |
| National Insurance / Social Security Contribution | |

| Description of Deduction | Amount |
|--|--------|
| Pension Scheme Contribution (Employee Share) | |
| Other Deduction (Specify: _____) | |
| TOTAL DEDUCTIONS | |

4. NET PAY SUMMARY

| | |
|---|--|
| TOTAL GROSS PAYMENTS | |
| LESS: TOTAL DEDUCTIONS | |
| NET GARDENING LEAVE COMPENSATORY PAYABLE | |

Prepared By (Payroll Specialist / HR Officer)

Date: _____

Approved By (Finance Director / HR Manager)

Date: _____