

Short term unpaid leave - deduction from salary request



This form should only be used for deductions of up to 2 weeks where alternatives such as annual leave or making up the time are not available

Please complete all sections in BLOCK CAPITALS

1. EMPLOYEE DETAILS

MANAGER / HR - please complete this section *in full* in order for payroll to correctly identify the individual.

Employee No.	<input type="text"/>	Department	<input type="text"/>
Title	<input type="text"/>		
Forename(s)	<input type="text"/>		
Surname	<input type="text"/>		

2. LEAVE DETAILS - A separate form is required for each occasion

Date(s) of unpaid leave / / to / / (Maximum 2 weeks)
(if applicable)

Number of hours to be deducted OR Number of days to be deducted

Reason for deduction
(A reason must be included)

.....

.....

If you are a Tier 2 visa holder you are unable to take more than 4 weeks unpaid leave in any calendar year

3. SIGNATURE and DATE

Employee's Signature _____ Date _____

Manager Signature _____ Date _____

The deduction requested cannot be applied without a signature

FOR PAYROLL USE ONLY

DAYS Salary for month = £ Divided by working days = £..... per day

..... days to be deducted at £..... per day = £..... (element 098 / 100*)
(please delete as applicable)

OR

HOURS hours to be deducted X £ = £ (element 098 / 100*)
(hourly rate) (please delete as applicable)

Received Date

* 098 - employee not in a pension scheme or employee is in a pension scheme and the leave less than 5 days

* 100 - employee is in a pension scheme and the leave is 5 days or more

Processing Date

Staff Privacy Notice:
As a member of staff, we ask that you read our updated Staff Privacy Notice carefully as it contains important information on how and why we collect, store, use and share your personal data, your rights in relation to your personal data and who to contact in the event that you have a query or complaint.