**Leave or Absence Payroll Adjustment Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** | Bright Future Academy | **Department:** | Human Resources |
| **Form No.:** | HR-PAY-012 | **Date:** | 13-Oct-2025 |

**Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| Department | Teaching Staff | Designation | Senior English Teacher |
| Pay Period | September 2025 |  |  |

**Section 1: Leave / Absence Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s) of Leave** | **Leave Type** | **No. of Days** | **Leave Status (Approved/Unapproved)** | **Remarks** |
| 05–06 Sept 2025 | Sick Leave | 2 | Approved | Medical certificate attached |
| 14 Sept 2025 | Casual Leave | 1 | Approved | — |
| 25 Sept 2025 | Absent | 1 | Unapproved | No prior notice |
| 05–06 Sept 2025 | Sick Leave | 2 | Approved | Medical certificate attached |
| 14 Sept 2025 | Casual Leave | 1 | Approved | — |

**Section 2: Payroll Adjustment Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **No. of Days** | **Daily Wage (PKR)** | **Adjustment (PKR)** | **Note** |
| Approved Leave (Paid) | 3 | 5,000 | 0 | *(Paid Leave – No deduction)* |
| Unapproved Absence (Unpaid) | 1 | 5,000 |  | =1\*5000 |
| **Total Deduction** | | | | =5000 |

**Section 3: Payroll Adjustment Approval**

| **Field** | **Entry** |
| --- | --- |
| Reason for Adjustment | Deduction for 1 unapproved absence |
| Payroll Month | September 2025 |
| Net Pay Adjustment (PKR) | **=BaseSalary - TotalDeduction** → e.g., =120000-5000 = **115,000** |

**Section 4: Authorization**

| **Prepared By** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Ayesha Khan | Payroll Officer | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |
| **Reviewed By** | **Designation** | **Signature** | **Date** |
| Hassan Malik | HR Manager | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |

| **Approved By** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Imran Shah | Finance Director | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |