

Salary slip with unpaid leave

Fictional sample for editing and authorised review

FICTIONAL SAMPLE FOR EDITING

Employer: Maple Demo Logistics Private Limited

Employee: Kabir Das (fictional)

Employee ID: DEMO-LW05

Pay period: September 2026

Full monthly salary structure: INR 36,000

Approved demonstration basis: 30 calendar days

Leave without pay days: 3

Payable days: 27

Prorated basic: INR 21,600

Prorated HRA: INR 8,100

Prorated other allowance: INR 2,700

Gross earnings after day adjustment: INR 32,400

Information only full month reduction: INR 3,600

PF entered by payroll: INR 1,800

Other deductions entered by payroll: INR 200

Total deductions: INR 2,000

Net pay: INR 30,400

Leave approval reference: DEMO-LWP-SEP03

Separate LWP deduction below gross: INR 0 (already adjusted above)

Approval: [authorised payroll officer]