

**SALARY DEDUCTION NOTICE**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Name Employee ID #**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Department**

**FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Name Supervisor Department**

We wish to advise you that a deduction will be made from your salary for:

\_\_\_\_\_\_\_\_\_\_\_ in the month of \_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_ hours at $\_\_\_\_\_\_ per hour

*(# of)*

*(Leave type)*

Please direct any inquiries to me.

Sincerely,

Please note: Submit the completed form using the [payroll sign and submit forms](https://www.uvic.ca/vpfo/accounting/forms/payroll/employee/upload-document.php) page. Emailed copies are no longer accepted by the Payroll Office.

c.c. Benefits Office, HUMR

Payroll