

Annual Leave Encashment Calculation Sheet

Employee Name:

Employee ID:

Department:

Designation:

John Doe

EMP1234

Finance

Accounts Officer

Date of Joining:

Encashment Period:

Sheet Generated:

01/03/2021

Apr 2023 - Mar 2024

31/03/2024

Leave Balance Details

Description	Days
Opening Leave Balance	20
Earned during the year	18
Leave Availed	12
Leave Lapsed/Forfeited	0
Encashable Leave Days	26

Encashment Calculation

Component	Monthly Amount (₹, ¹)
Basic Salary	38,000
Dearness Allowance (DA)	12,000
Total (Basic + DA)	50,000

Leave Encashment = (Basic + DA) / 30 – Encashable Leave Days

Leave Encashment = 50,000 / 30 – 26 = ₹43,333

Important Notes

- Encashment calculation is based on Basic Salary plus Dearness Allowance, as per company & statutory policy.
- Taxation on leave encashment may apply as per prevailing tax laws.
- This sheet is for informational purposes; actual payment is subject to management approval and verification.
- Leave lapsed or forfeited cannot be encashed as per HR policy.
- Please verify all details before proceeding with leave encashment processing.