

# 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 (₹, ^)
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.