

Employee Leave Encashment Summary Report

Employee Name: John Doe

Employee ID: EMP12345

Department: Finance

Report Period: January 2024 - December 2024

Date Generated: 20 June 2024

Leave Encashment Details

Leave Type	Opening Balance	Earned in Period	Utilized	Encashed	Closing Balance
Earned Leave	30	12	20	10	12
Casual Leave	10	8	15	0	3
Sick Leave	8	6	7	2	5

Total Days Encashed: 12

Total Amount: \$3,600.00

Employee Signature

HR/Payroll Officer Signature

Important Notes

- Leave encashment is processed as per the company's leave encashment policy and may be subject to approval.
- Encashment amount is calculated based on the employee's current basic salary.
- All leave records are subject to verification by the HR department.
- Tax, if applicable, will be deducted from the encashment amount as per statutory requirements.
- This summary report should be kept for future reference and audit purposes.