

Leave Encashment Calculation Audit Log

Employee Details

Employee Name	John Doe
Employee ID	EMP1024
Department	Finance
Designation	Senior Accountant

Leave Encashment Calculation

Opening Leave Balance	30 days
Leave Availed	12 days
Leave Encashable	18 days
Encashment Rate (Per Day)	₹ 2,500
Gross Amount	₹ 45,000
Deductions (Tax etc.)	₹ 9,000
Net Payable	₹ 36,000

Audit Trail

Date & Time	Action	Performed By	Comments
2024-06-05 09:50	Calculation Initiated	R. Singh (HR)	Based on updated leave ledger
2024-06-07 15:30	Reviewed	S. Patel (Payroll)	Verified past leave consumption
2024-06-08 14:10	Final Approved	A. Gupta (Audit)	All records matched policy

Important Notes

- This document serves as an official record of the Leave Encashment calculation process for audit and compliance purposes.
- All calculations are subject to the company's Leave Encashment and Tax Policy in force as on payment date.
- Any discrepancies noted should be reported immediately for rectification and re-audit.
- Retention of this log is essential as per statutory and internal audit requirements.