

Leave Encashment Calculation Worksheet

Employee Name: John Doe
Employee ID: EMP123456
Department: HR & Admin
Designation: HR Executive
Date of Joining: 12-Apr-2018
Date of Calculation: 30-Jun-2024

Leave Balance Details

Type of Leave	Total Entitled	Availed	Balance	Encashable
Earned Leave	30	10	20	15
Casual Leave	12	11	1	0
Sick Leave	8	5	3	0

Encashment Calculation

Basic Salary per Month: \$1,800
DA per Month (if applicable): \$200
Total Monthly Salary: \$2,000
Number of Encashable Leave Days: 15
Per Day Salary Calculation: \$2,000 / 30 = \$66.67
Total Encashment Amount: 15 x \$66.67 = \$1,000

Authorized By

Name: Jane Smith
Designation: Payroll Manager
Date: 30-Jun-2024

Important Notes

- Leave encashment is processed as per company policy and prevailing labor laws.
- Only specified types of leave (e.g., Earned Leave) may be eligible for encashment.
- Tax treatment of leave encashment may vary as per applicable laws.
- Check with HR for any period-specific policy changes or clarification.
- This worksheet is for internal use and reference only.