

ABC Corporation Ltd.

Leave Encashment Computation Slip
For the Period Ending: 31/03/2024

Employee Name:	John Doe	Employee ID:	EMP12345
Department:	Finance	Designation:	Senior Accountant
Date of Joining:	01/04/2018	Date of Encashment:	31/03/2024

Description	Details	Amount (INR)
Basic Salary per Month	â‚¹25,000	25,000
Number of Leave Days Available	25	â‚¬”
No. of Days to be Encashed	20	â‚¬”
Encashment Calculation	(Basic Salary Ã— No. of Days to be Encashed) / 30	(25,000 Ã— 20) / 30 = 16,666.67
Deductions (Tax, etc.)	As applicable	2,500
Total Amount Payable		14,166.67

Important Notes:

- Leave encashment is subject to applicable company policy and statutory tax deductions.
- Supporting approval and clearance from Department Head/HR may be required.
- The calculation above is based on Basic Salary only, unless specified otherwise.
- This slip is system-generated and does not require a signature.
- Please retain this document for your records; contact HR for questions or clarifications.