

Annual Leave Encashment Record

For the Year: 2023

Employee Details

Employee Name	John Doe	Employee ID	EMP12345
Department	Finance	Designation	Senior Accountant
Date of Joining	01-Jan-2018	Leave Period	01-Jan-2023 to 31-Dec-2023

Leave Encashment Details

Total Annual Leave Entitlement	24	Days
Leave Availed	16	Days
Leave Balance Eligible for Encashment	8	Days
Rate Per Day	\$100	
Total Amount to be Encased	\$800	

Remarks / Approvals

Prepared By	Checked By	Approved By
Date:	Date:	Date:

Important Notes

- Annual leave encashment is subject to company policy and prior approval from the management.
- Only eligible leave balance, excluding carried forward and lapsed leaves, can be encashed.
- All relevant supporting documents must be attached at the time of submission.
- This record must be verified and authorized by the HR and Accounts departments.
- Leave balances should be cross-checked with official attendance records before processing.