

Department-wise Leave Encashment Statement

Organization: [Organization Name]

Financial Year: [2023-2024]

Date: [dd-mm-yyyy]

Department	Employee Name	Employee ID	Designation	Leaves Available	Leaves Encashable	Encashment Amount (â‚¹)	Remarks
Human Resources	Amit Sharma	HR001	Manager	24	10	25,000	-
Human Resources	Sneha Rao	HR025	Executive	18	7	12,500	-
Finance	Rajiv Mehta	FIN010	Analyst	20	8	16,000	-
IT	Neha Verma	IT104	Developer	21	6	15,600	Pro-rata
Total					31	69,100	

Important Notes:

- This statement is prepared per department for easier leave encashment processing and auditing.
- Employee leave balances are as per official HR records.
- Encashment eligibility and amount are subject to organization policy and statutory guidelines.
- Any discrepancies should be reported to HR within 7 working days.
- This document is confidential and intended for internal use only.