

Employee Leave Encashment Summary

Employee Name:	John Doe	Employee ID:	EMP12345
Department:	Finance	Designation:	Accountant
Pay Period:	01-Jun-2024 to 30-Jun-2024	Date of Summary:	01-Jul-2024

Encashment Details

Leave Type	Opening Balance (Days)	Leave Earned (Days)	Leave Taken (Days)	Encashed (Days)	Closing Balance (Days)	Rate per Day	Encashment Amount
Earned Leave	20	2	3	10	9	\$100	\$1,000
Casual Leave	5	1	2	2	2	\$90	\$180
Total Encashment Amount						\$1,180	

Employee Signature

HR/Authorized Signatory

Important Notes

- Leave encashment is subject to company policy and approval from authorized personnel.
- Taxes and statutory deductions, if any, will be applied as per prevailing laws.
- Encashed leave days are deducted from the respective leave balances.
- This summary is for record-keeping and payroll processing purposes only.
- Any discrepancies should be reported to HR within 7 days of receipt.