

# Detailed Leave Encashment Calculation Statement

As on 30 June 2024

Employee Name:	John Doe
Employee ID:	EMP12345
Designation:	Senior Analyst
Department:	Finance
Date of Joining:	15 March 2018

Description	Value	Unit
Total Earned Leave Accrued till Date	38	Days
Leave Availed	18	Days
Balance Leave Eligible for Encashment	20	Days
Basic Salary (Monthly)	₹150,000	INR
Dearness Allowance (DA) (Monthly)	₹18,000	INR
<strong>Total (Basic + DA)</strong>	<strong>₹168,000</strong>	INR
Daily Salary (Total ÷ 30)	₹2,266.67	INR
Encashment Days	20	Days
Gross Leave Encashment Amount	₹145,333.40	INR
Less: Tax Deducted at Source (TDS)	₹14,533	INR
<strong>Net Amount Payable</strong>	<strong>₹140,800.40</strong>	INR

Prepared by: Anita Sharma (HR Officer)

Date: 30 June 2024

## Important Notes:

- This statement is calculated as per the company Leave Encashment Policy and applicable laws.
- Tax deduction shown above is based on prevailing rates and may vary as per individual tax slab.
- Leave balance and encashment eligibility is subject to HR and management verification.
- Please retain this document for your records and for income tax purposes.
- For any discrepancies, contact the HR department within 15 days from the statement date.