

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)	â‚¹50,000	INR
Dearness Allowance (DA) (Monthly)	â‚¹18,000	INR
Total (Basic + DA)	â‚¹68,000	INR
Daily Salary (Total ÷ 30)	â‚¹2,266.67	INR
Encashment Days	20	Days
Gross Leave Encashment Amount	â‚¹45,333.40	INR
Less: Tax Deducted at Source (TDS)	â‚¹4,533	INR
Net Amount Payable	â‚¹40,800.40	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.