

Leave Encashment Calculation Certificate

Date: __ / __ / ____

Employee Details

Name of Employee	:	[Employee Name]
Employee ID	:	[Employee ID]
Designation	:	[Designation]
Department	:	[Department]
Date of Joining	:	[DD/MM/YYYY]
Date of Leaving (if applicable)	:	[DD/MM/YYYY]

Leave Encashment Details

Total Leave Eligible (in days)	:	[XX]
Leave Availed (in days)	:	[XX]
Leave Balance (in days)	:	[XX]
Leave to be Encashed (in days)	:	[XX]

Encashment Calculation

Basic Salary (per month)	:	[â,¹ XX,XXX]
Dearness Allowance (if applicable)	:	[â,¹ X,XXX]
Total Salary for Encashment (Basic + DA)	:	[â,¹ XX,XXX]
Encashment per day	:	[Total Salary / 30]
Total Amount to be Paid	:	[Encashment per day Ã— No. of days]

Declaration

This is to certify that the above details are true and correct to the best of our knowledge and as per the records available in the HR department.

Authorized Signatory

[Name & Designation]
[Organization Name]

Important Notes

- Leave encashment is subject to organizational policies and may vary according to employment terms.
- The calculation is generally based on Basic Salary and Dearness Allowance, unless otherwise stated.
- Tax implications may apply as per prevailing Income Tax rules.
- Proper documentation and approval are mandatory before processing leave encashment.
- This certificate should be retained for future reference and audit purposes.