

Leave Encashment Calculation Form

Employee Details

Employee Name:

Employee ID:

Department:

Designation:

Date of Joining:

Last Working Day (if applicable):

Encashment Details

Item	Details
Total Accumulated Leave (days)	<div></div>
Leave Availed (days)	<div></div>
Balance Leave (days)	<div></div>
Leave Eligible for Encashment (days)	<div></div>
Basic Salary (per day)	<div></div>
Total Leave Encashment Amount	<div></div>

Remarks:

Important Notes

- Leave encashment is subject to the organization’s policies and applicable statutory regulations.
- Only eligible leave balances as per policy can be encashed; ensure accurate data entry.
- Encashment amount is usually calculated based on the basic salary component.
- Tax implications may apply on the encashment amount as per prevailing laws.
- This document must be reviewed and approved by the HR department before processing payment.