

Leave Encashment Calculation Sheet

Employee Details

Employee Name	John Doe	Employee ID	EMP12345
Designation	Accounts Manager	Department	Finance
Date of Joining	01-July-2019	Date of Encashment	30-June-2024

Leave Details

Total Earned Leave Entitlement	30 days/year
Leave Availed (till date)	60 days
Leave Balance	90 days
Maximum Encashable Leave	60 days

Encashment Calculation

Particulars	Amount (INR)
Basic Salary (per month)	40,000
Dearness Allowance (per month)	10,000
Total Salary (for calculation)	50,000
Number of Days for Encashment	60
Leave Encashment Amount =(Total Salary ÷ 30 days) × No. of Days	100,000

Important Notes

- Leave encashment is typically calculated based on unavailed earned leave up to a maximum allowed limit.
- For tax and approval purposes, company policy and statutory regulations may apply.
- Salary components considered may vary; generally, only Basic and Dearness Allowance are included.
- Supporting documents and HR verification are required for final processing.
- Check most recent policies for changes in calculation method or eligible days.