

Monthly Leave Encashment Calculation Report

Report Month	June 2024	Prepared By	HR Department
Employee Name	John Doe	Employee ID	EMP12345
Department	Finance	Date of Report	30-06-2024

Leave Encashment Details

Description	Value
Leave Balance as on 01-06-2024	15 Days
Leave Availed During June	2 Days
Leave Balance as on 30-06-2024	13 Days
Eligible Leave for Encashment (in days)	5 Days
Basic Salary Per Day	\$50
Total Encashment Amount	\$250

Approved By	Jane Smith	Approval Date	30-06-2024
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Important Notes

- This calculation is based on company leave policy as updated in June 2024.
- Leave encashment is subject to approval by relevant authorities.
- All statutory deductions, if any, will be applied to the encashment amount.
- This report must be retained for future reference and audit purposes.
- For discrepancies, contact the HR Department within 7 days of report issuance.