

# Yearly Leave Encashment Calculation Format “2024

Employee Name:  
\_\_\_\_\_

Employee ID:  
\_\_\_\_\_

Department:  
\_\_\_\_\_

Designation:  
\_\_\_\_\_

Period Covered:  
01-Jan-2024 to 31-Dec-2024

Particulars	Details
Total Leaves Entitled for the Year	_____
Total Leaves Availed	_____
Balance Leaves (Encashable)	_____
Basic Salary per Month	_____
Number of Encashable Days	_____
Leave Encashment Amount (Basic Salary / 30) x Encashable Days	_____
Deductions (if any)	_____
Net Leave Encashment Payable	_____

Authorized By:  
\_\_\_\_\_

Signature of Employee:  
\_\_\_\_\_

- Important Notes:
- Leave encashment is subject to company policy and applicable laws.
  - Only encashable leaves as per HR policy are considered for calculation.
  - Tax deductions, if any, will be applied as per prevailing rules.
  - Amount calculation should be audited and approved by the HR/payroll department.
  - Supporting documents may be required for final settlement.