

# Yearly Leave Encashment Calculation Format â€“ 2024

**Employee Name:**

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**Employee ID:**

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**Department:**

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**Designation:**

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**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)	_____
<b>Net Leave Encashment Payable</b>	_____

**Authorized By:**

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**Signature of Employee:**

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**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.