

Annual Leave Encashment Statement

Employee Name: John Doe

Employee ID: EMP12345

Designation: Senior Analyst

Department: Finance

Leave Period: 01-Jan-2023 to 31-Dec-2023 **Date of Encashment:** 20-Feb-2024

Encashment Summary

Opening Leave Balance	Leave Availed	Leave Earned	Balance Eligible for Encashment	No. of Days Encashment
26	12	20	34	20

Encashment Calculation

Basic Salary (per month)	₹ 40,000
DA (Dearness Allowance, per month)	₹ 8,000
Total Salary Considered	₹ 48,000
Encashment Days	20
Encashment Amount (Total Salary/30 — Encashment Days)	₹ 32,000
Tax Deducted at Source (TDS)	₹ 3,200
Net Amount Payable	₹ 28,800

Important Notes

- The encashment of leave is subject to company policy and the maximum allowable limit.
- Tax will be deducted as per Income Tax guidelines applicable for leave encashment.
- Once processed, leave encashment cannot be reversed or modified.
- Employees must ensure their leave balances are accurate before applying for encashment.
- This statement should be kept for financial and tax records.