

# Annual Leave Encashment Statement

**Employee Name:** John Doe

**Designation:** Senior Analyst

**Leave Period:** 01-Jan-2023 to 31-Dec-2023

**Employee ID:** EMP12345

**Department:** Finance

**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)	â‚¹ 40,000
DA (Dearness Allowance, per month)	â‚¹ 8,000
Total Salary Considered	â‚¹ 48,000
Encashment Days	20
Encashment Amount (Total Salary/30 Ã— Encashment Days)	â‚¹ 32,000
Tax Deducted at Source (TDS)	â‚¹ 3,200
Net Amount Payable	â‚¹ 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.