

Bulk Leave Encashment Payroll

Company Name: ABC Corporation Pvt. Ltd.

Payroll Period: June 2024

Date of Processing: 03-June-2024

Prepared by: Payroll Department

Sr. No.	Employee Code	Employee Name	Department	Designation	No. of Days Encashment	Leave Type	Encashment Amount (₹)	Remarks
1	E1234	Rohit Sharma	Sales	Manager	5	Earned Leave	12,500	-
2	E2145	Pooja Verma	Finance	Executive	4	Privilege Leave	7,200	-
3	E3321	Vikas Gupta	IT	Developer	8	Earned Leave	16,800	Approved by HR
4	E4523	Neha Singh	HR	Sr. Executive	3	Leave in Lieu	6,000	-

Important Notes

- Bulk leave encashment is processed based on the approved leave balance as of payroll period end.
- All encashment requests must be duly authorized by the department head and HR.
- Encashment amount is calculated as per company policy and relevant statutory norms.
- Taxes as applicable will be deducted at source from encashment payouts.
- This document should be kept confidential and used for official payroll processing only.