

Employee Leave Encashment Calculation Format

Employee Name	John Doe	Employee ID	EMP1245
Designation	Senior Accountant	Department	Finance
Date of Joining	2017-02-20	Encashment Period	FY 2023-2024

Leave Encashment Details

Particulars	Value
Opening Leave Balance (as on 01-Apr-2023)	25 days
Leave Availed During the Year	5 days
Leave Accrued During the Year	15 days
Closing Leave Balance	35 days
Leaves Eligible for Encashment	20 days

Encashment Calculation

Last Drawn Basic Salary (per month)	â,150,000
Last Drawn Dearness Allowance (DA) (per month)	â,15,000
Total Salary (Basic + DA)	â,155,000
Daily Salary (Total Salary / 30)	â,1,833.33
Encashable Leave Days	20
Total Leave Encashment Amount	â,136,666.60

Employee Signature

HR/Authorized Signatory

Important Notes

- Leave encashment is subject to company policies and statutory regulations.
- Calculation is based on the last drawn basic salary and DA only.
- Income tax may be applicable as per prevailing laws.
- Eligible leave days may vary according to service period and company norms.
- This document must be duly signed by the employee and authorized personnel.