

# 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
<strong>Closing Leave Balance</strong>	<strong>35 days</strong>
Leaves Eligible for Encashment	20 days

## Encashment Calculation

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

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.