

# Leave Encashment Settlement Statement

For the Period Ending: 31 May 2024

**Employee Name:** John Smith

**Employee ID:** EMP02456

**Department:** Finance

**Location:** Head Office

**Date of Joining:** 15 March 2017

**Date of Settlement:** 31 May 2024

**Designation:** Senior Accountant

Description	Details
Total Leave Accrued	40 days
Leave Availed	25 days
Leave Balance	15 days
Rate per Day (Basic + DA)	₹12,000
Gross Encashment Amount	₹130,000
Tax Deducted at Source	₹3,000
<b>Net Payable Amount</b>	<b>₹127,000</b>

## Important Notes:

- Leave encashment is subject to company policies and applicable tax provisions.
- The settlement calculation considers only eligible leave balances as per HR records.
- Taxes, if any, will be deducted as per prevailing laws.
- For further queries, please contact the HR department.