

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)	â‚¹12,000
Gross Encashment Amount	â‚¹130,000
Tax Deducted at Source	â‚¹13,000
Net Payable Amount	â‚¹127,000

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.