

# Leave Encashment Summary Sheet

[For Financial Year: 2023–2024]

Employee Name:

John Doe

Employee ID:

EMP0056

Department:

Finance

Designation:

Sr. Accountant

Date of Joining:

12-Jan-2019

Pay Period:

Apr 2023 – Mar 2024

## Leave Details

Type of Leave	Opening Balance	Leave Accrued	Leave Availed	Leave Encashable	Closing Balance
Earned Leave (EL)	15	12	10	12	5
Casual Leave (CL)	5	4	6	0	3
Privilege Leave (PL)	10	5	9	3	3

## Encashment Calculation

Description	Days	Rate per Day (₹)	Amount (₹)
Earned Leave (EL)	12	1,100	13,200
Privilege Leave (PL)	3	1,100	3,300
<strong>Total Encashment</strong>	<strong>15</strong>		<strong>16,500</strong>

## Authorization

Prepared By

Checked By

Approved By

## Important Notes

- Leave encashment will be processed as per the organization's leave policy.
- Only encashable leave types are considered in the calculation.
- Relevant taxes will be deducted as per statutory requirements.
- Encashment rate is generally based on the basic salary and as per company policy.

- Please verify the opening and closing leave balances for accuracy before approval.