

Leave Encashment Summary Sheet

[For Financial Year: 2023â€“2024]

Employee Name:
John Doe
Employee ID:
EMP0056
Department:
Finance
Designation:
Sr. Accountant
Date of Joining:
12-Jan-2019
Pay Period:
Apr 2023 â€“ 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 (â‚¹)	Amount (â‚¹)
Earned Leave (EL)	12	1,100	13,200
Privilege Leave (PL)	3	1,100	3,300
Total Encashment	15		16,500

Authorization

Prepared By

Checked By

Approved By

Important Notes

- Leave encashment will be processed as per the organizationâ€™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.