

# Pro-rata Leave Encashment Statement

Date: 12 June 2024

**Employee Name:** John Doe

**Employee ID:** 102345

**Designation:** Senior Developer

**Department:** IT

**Period of Statement:** 01-Jan-2024 to 12-Jun-2024

Leave Type	Opening Balance	Entitled (Pro-rata)	Leave Availed	Encashable Leave	Encashment Rate (per day)	Amount (INR)
Earned Leave	12	7	3	4	2,500	10,000
Casual Leave	6	3	3	0	-	0
Sick Leave	8	4	2	2	2,000	4,000
<b>Total Encashment Amount</b>						<b>₹14,000</b>

## Remarks:

Leave encashment is processed as per company policy and the balance is calculated on a pro-rata basis up to the date of full and final settlement.

**Prepared by:** HR Department

**Approved by:** Manager

## Important Notes:

- Pro-rata leave encashment is subject to company policy and statutory compliance.
- Only encashable leave types are considered for payment; others lapse as per policy.
- The encashment amount is calculated on the last drawn basic salary unless stated otherwise.
- Taxes may be deducted on the amount as per prevailing laws.
- Please verify all details before accepting this statement.