

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
Total Encashment Amount						â,14,000

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.