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Application format for earned leave encashment

[These Sample application formats are applicable for leave encashment from employer or company. Leave encashment mean the payment of your annual leaves which you do not avail for any reason. You can follow these sample request letter for annual leave encashment from company, office, HR Manager or HR Department if you qualify for leave encashment as per company policy after the financial year.]Date...Authority name/Position name...Institute Name...Institute Address...Sub: Application for Payment of Leave EncashmentRespected Sir, It is stated that I am (Name), working in (Institute name), since last three years. It is to inform you that at the end of every year as per the policy of the institute, leave encashment is provided to the employees.I want to get my leave encashment of this year in the next week.

To
The Principal
XYZ Public School
New City
19th September 2020
Subject: Leave Application to Participate in an Inter State Football Tournament
Respected Ma'am,
I am Nikita Sharma, student of Class 10-A (Roll No. 12345). I have participated in an inter state football tournament happening from 20th September - 27th September 2020 in Andhra. Due to the importance of the event, I have to travel out of the state on 19th September and will be coming back on 28th September 2020. I request you to grant me a leave of 10 days. I assure you my studies will not be hampered from this. I will make sure of my work to complete. Please consider my plea, Hoping for a positive response.
Thank you
Nikita Sharma

As, I have taken leave of few days and moving on to another city, and I need some money for this purpose (Show your cause). Kindly, grant my leave encashment of this year as soon as possible. It would be a great favor for me.Thanking you I remain.Yours sincerely,Name...Job Designation...Contact no...Email...Date...Authority name/Position name...Institute Name...Institute Address...Subject: Request for Leave EncashmentSir,With due respect, it is stated that according to the policy of our company, leave encashment to every employee is provided. I want to inform that being a sincere staff member, another year of my employment is over and my leave encashment of the year XXXX is still pending.I request you to kindly provide me with the leave encashment facility. It would be a great source of pleasure for me. I shall be highly obliged.Thanking you.Sincerely,Name...Job Designation...Contact no...Email... Dhirajlal Rambhia (SEO Sai Gr. Hosp.) (141625 Points) Replied 29 July 2022 Yes, you can. In case of any query, you need to produce the evidence. Sample application for leave encashment from employer, or company. Leave encashment mean the payment of your annual leaves which you do not avail for any reason. Sample request letter for annual leave encashment from company, office, HR Manager, or HR Department if you qualify for leave encashment as per company policy after the financial year. Efficiently Manage Your Office Calculations With Our Advanced Calculators. gasserjuggaxxisofuretokap.pdf Application for Annual Leave Encashment Template The Chief Financial Officer IR Systems Lahore. To,The Human Resource Manager, (Name of the Company) (Address)Date: / / (Date)From: (Name) (Department) (Address)Subject: Request for leave encashmentRespected Sir/Madam,With due respect, my name is (Your name). 23961225027.pdf I work in (Mention your department), holding position (Designation) in your company. My employee number is (Mention employee ID number). I have been working in this company from past (Number of years).I am writing this letter in order to request you for leave encashment for the duration of (Mention duration - financial year/, any other duration) from / / (Date) till / / (Date).I request you to kindly process the same at the earliest, as I am needing this for (Mention reason- an urgent requirement for travel/ sickness/ debt/ payments/ any other reason).Hoping you will understand the necessity and proceed with the request.Yours Sincerely/Faithfully, (Your Name) (Designation) (Department)Incoming Search Terms:letter to boss requesting for leave encashmentletter to the HR manager requesting for leave encashment Whenever you want to take a long leave, then it is better to use your earned leaves (ELs). Hence ELs should be applied for a longer duration, you must apply at least 7-14 days before, from the date of taking the leave. Here you can find some sample earned leave application formats that you can use to submit your boss. To The Manager, Company Name, Company Address. Sub: Earned leave request form (from date) to (to date). Dear Sir/Madam, My name is (your name), employee id (your designation) in (department). I am writing this letter to apply for 5 days of leave from (from date) to (to date) due to my wife's health problem. So I kindly grant me a leave for 5 days and consider these leaves as earned leaves. Thanking you. Sincerely, Your name. (Mobile no.) To The Manager, Company Name, Company Address. Sub: Application for Earned leaves. Dear Sir/Madam, I am (your name), employee id (your designation) in (department). I am suffering from viral fever, after consultation with the doctor, I was advised to take 7 days rest. So I would like to take leaves from (from date) to (to date). I will come back to work immediately after I recover. So kindly approve my leave request for above mentioned dates. Thanking you. Regards, Your name. (Mobile no.) To The Manager, Company Name, Company Address.

GOVERNMENT OF ANDHRA PRADESH
FINANCE (BUDGET &) DEPARTMENT
Memo No. 19022/1/Order/1(A)/2017 Date: 28.06.2017
Sub: Budget 2017-18 - Relaxation of Treasury Control in respect of detailed heads of accounts 010/018-Encashment of Earned Leaves and 010/019-Leave Travel Concession - instructions - issued.
In the G.O. no. cited, orders were issued including the detailed heads of 010/018-Encashment of Earned Leaves and 010/019- Leave Travel Concession under CBRO system under Treasury Control.
In the 2nd and 3rd cited, AP NGO's Association and AP Police officers Association have requested the Government to relax the budget control on salary heads 010/018-Encashment of Earned Leaves and 010/019- Leave Travel Concession.
After careful examination, Government hereby exempt the detailed heads of accounts 010/018-Encashment of Earned Leaves and 010/019- Leave Travel Concession from the purview of Treasury Control orders. No CBRO is required for these Heads of Accounts.
MUDDADA RAVICHANDRA
CHIEF SECRETARY TO GOVERNMENT (FAC)
To:
All the Departmental Heads.
All Heads of the Divisions.
The Director, Accounts, A.P., Ibrahimpatnam.
The Pay and Allowance Officer, A.P., Ibrahimpatnam.
The Director, Accounts, A.P., Ibrahimpatnam.
Copy to:
All Divisions/FMU/CASP/CM/DM/NABARD) Sections
// FORWARDED - BY ORDER //
SECTION OFFICER

Sub: Leave application for _____ days. Dear Mr./Ms. _____, I am writing this letter to inform you that I will be planning to go on a vacation with my family for 10 days.

ANNEXURE
EARNED LEAVE APPLICATION FORM

- Name of applicant
- Post held
- Department Office & Section
- Pay
- House rent and other compensatory allowance drawn in the present post
- Nature and period of leave applied for and date from which required
- Sunday & Holiday, if any proposed to be treated sufficient to leave
- Ground on which leave is applied for
- Date of return from last leave, and the period of that leave.
- If proposed to be proposed to avail myself of leave travel concession for the block year
- Address during leave period
- In the event of my resignation or voluntary retirement for service, I undertake to refund:
a) The difference between the leave salary drawn during 'commuted leave' and that admissible during half pay leave, which could not have been admissible had sub rule (i) of rule 30 not been applied.
b) The leave salary drawn during 'leave not due' which would have admissible had sub rule (i) of rule 30 not been applied.
(Score out whatever be not applicable)

Signature of applicant (with date)

Remarks or recommendation of the controlling officer.

Signature (with date)
Designation

Hence my project work is completed, I think it is the best time to utilize my earned leaves. So please allow me to take leaves from (from date) to (to date). I will always be available on my mobile in case of any emergency work. I hope you approve my leave request. Thanks in advance. Sincerely, Your name. (Mobile no.) To The Manager, Company Name, Company Address. Sub: Leave application for marriage. Dear Sir/Madam, I am writing this to inform you that my marriage is held on (marriage date), So I would like to take a leave for 10 days from (from date) to (to date), and kindly consider these leaves as earned leaves. In case of any emergency work, I will be available on my phone and my colleague Mr./Ms. (colleague name) will replace me in this regard. Thanking you. Regards, Your name. (Mobile no.) Earned Leave Application Format 5 (for Exams) To The Manager, Company Name, Company Address. Sub: Leave request due to exams. Dear Sir/Madam, I am (your name), working as a (your designation) in (your department) in (company name). I have my MBA exams starting next week, so I need to take a leave for 10 days from (from date) to (to date). So I am requesting you to kindly allow me to take leaves for the above mentioned dates and consider these leaves as earned leaves. I hope you approve my leave request. Thanking you. Sincerely, Your name. round cribbage board template printables s.pdf Address the letter to the connected authority who can approve your leave request. It may be your head of the department (or) manager (or) boss.Mention the dates from which date to which date you want the leave.Write the reason for taking the leave.Make you request to mark the leaves as earned leaves (privilege leaves).After approval of your leave request, submit the leave letter to the HR department. (If you are writing an email then mention the HR email address in email CC). Earned leaves are for a longer duration, so use them whenever you need leave for a longer period at least for 3 or more than 3 days, otherwise use casual leaves or sick leaves.Hence you are going to take a long leave, apply before 7-14 days from the date of taking the leave.Your reason to apply for earned leave should be genuine and reasonable.If Sundays or public holidays fall in between your earned leaves, then contact your HR department to know your company policy whether they mark those holidays as EL or not. 1. Can I take earned leaves for personal reasons? It is better to mention the exact reason while applying for the earned leave, for personal reasons it is better to apply for casual leaves. 84680934354.pdf 2.Is earned leaves and privilege leaves the same? makepiwesose.pdf Yes, they both are the same. 3. How many earned leaves will I get per year? It depends on your state's shops and establishment act where your company is doing their business. Also Read Sample Application for leave encashment/earned against annual leave. Employees can use this format of application to get leave encashment. Sample application for leave encashment from employer or company. Leave encashment mean the payment of your annuals leaves which you do not avail for any reason. Sample letters are given below. Efficiently manage your office calculations with our advanced calculators. The Manager Admin/HR.../ General Manager etc. (put here your Organization name), (Put here your City Name). Respected Sir/Madam, I am working with your esteem organization with keen interest and hard working. The proof for this hardworking can be seen on my attendance sheet that I never missed a single day last year and remain present full and whole working days when I need to have a holiday. fancy_nancy_book.pdf When and where the organizations need me I was there to help and assist other members of this organization. In spite of all doing and hardworking it was amazing that I alone could not get my leave encashment for the year(Put here the year). Kindly grant me Leave Encashment for those days which I served extra. Thanking you I remain, Yours Sincerely,(Your Name)(Your Designation)(put your signature here)(Dated) Application for Leave Encashment Sample Leave Encashment Application Format To, The Manager, Sewagh Steel Mills, India.

No. 14028/2012-Em (L)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel and Training)

New Delhi, dated the 9th February, 2015.
OFFICE MEMORANDUM
Subject: Encashment earned leave alongwith LTC- clarification.
The undersigned is directed to refer to DPT's O.M. No. 310114/2008-Em(A), dated 23rd September, 2008 allowing encashment of earned leave alongwith LTC and to say that references have been received with regard to the number of times that a Government servant can avail of the encashment within the same block.
2. It is clarified that the Government servants governed by the CCS (Leave) Rules, 1972 and entitled to avail LTC may encash earned leave upto 10 days at the time of availing both types of LTCs, i.e. "Home-town" and "anywhere in India". However, when the one and the same LTC is being availed by the Government servant and his family members separately in a block year, encashment of leave would be restricted to one occasion only.
3. Hindi version will follow.
(Mukul Razvi)
Director
Tel: 2616414
To
All Ministries/ Department of Government of India
(As per standard mailing list)