

# LEAVE ENCASHMENT

SN	Particulars	Remarks
1	Brief of scheme / provision	Employee can encash 30 days EL in a block of two year from the total balance of EL
2	What are conditions	Employee have to apply for 30 days leave along with 30 days leave encashment .
3	Who is CA	EL sanctioning authority
4	Remark	a) Leave applied by Employee can be refused totally or partially while approving leave encashment b) Leave allowed and Leave encashment leave shall be deducted from employees account c) Amount of leave encashment may be paid in advance . 6 days before leave commence d) In case of death of employee, balance leave payment to be given to legal heirs
5	Circular for reference	MSEB GO 59