



Royal Civil Service Commission
Royal Government of Bhutan

LEAVE REQUEST AND APPROVAL FORM

Date:

To:

From:

Kindly grant me leave as follows:

Sl. No	Type of Leave	Select to avail	Duration			Remarks
			Start Date	End Date	Total	
1	Annual Leave					
2	Casual Leave					
3	Maternity Leave					Attach evidence
4	Paternity Leave					Attach evidence
5	Extraordinary Leave					Execute Legal Undertaking
6	Bereavement Leave					Attach evidence
7	Medical Leave					Attach evidence
8	Medical Escort Leave					Attach evidence

* Submit reasons:

.....

.....
Signature of Applicant

* Until today, the (date) of..... (month),..... (year),
the applicant has days of earned leave, and days of casual leave remaining.

.....
Signature
HR Officer

.....
Approved
Signature of Supervisor/Manager

.....
Not Approved

Approved by: HR Committee meeting No. dated for
(i) medical leave beyond one month, (ii) medical escort leave and (iii) EOL.

.....
Dzongdag/Dzongrab