



FORM 8/A

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 (v)	Duration			Remarks
			Start Date	End Date	Total	
1	Earned Leave					
2	Annual Leave					
3	Casual Leave					
4	Maternity Leave					Attach evidence
5	Paternity Leave					Attach evidence
6	Extraordinary Leave					Execute Undertaking
7	Bereavement Leave					Attach evidence
8	Medical Leave					Attach evidence
8	Medical Escort Leave					Attach evidence

* Submit reasons:

.....

Signature of Applicants

* Until today, the (date) of..... (month), (year), the applicant has..... days of Earned Leave, and days of Casual Leave remaining.

Signature
HR Officer

Approved

Not Approved

Signature of Supervisor/Manager

Approved by: HRC Meeting No..... dated..... for (i) Medical Leave beyond one month, (ii) Medical Escort Leave and (ii) EOL.

Signature of HR Officer