Not Approved



## ROYAL CIVIL SERVICE COMMISSION ROYAL GOVERNMENT OF BHUTAN

## LEAVE REQUEST AND APPROVAL FORM

:					Dai	te:
y grant me leave as follo	ws:					
	Select to avail (v)	Duration				
No Type of Leave		Start End		Total	Officiating.	Remarks
		Date	Date			
Earned Leave						
Annual Leave						
Casual Leave						
Maternity Leave						Attach evidence
Paternity Leave						Attach evidence
Extraordinary Leave						Execute Undertaking
Bereavement Leave						Attach evidence
Medical Leave						Attach evidence
Medical Escort Leave						Attach evidence
mit reasons:						
	Signa	ture of Ap	plicants			
	of (month),	(year	), the ap	plicant ha	S	days of Annua
		Signatur	·e			
		_				
•	Type of Leave  Earned Leave Annual Leave Casual Leave Maternity Leave  Extraordinary Leave Bereavement Leave Medical Leave Medical Escort Leave	y grant me leave as follows:    Type of Leave	rype of Leave  Type of Leave  Type of Leave  Earned Leave Annual Leave Casual Leave Maternity Leave  Extraordinary Leave  Bereavement Leave  Medical Leave  Medical Escort Leave  Signature of Aporter remaining.	Select Duration Type of Leave to avail (v)  Earned Leave Annual Leave Casual Leave Maternity Leave  Extraordinary Leave  Bereavement Leave Medical Leave Medical Escort Leave  Signature of Applicants  fil today, the (date) of (month), (year), the ap	y grant me leave as follows:    Type of Leave   Select to avail (V)   Start End Date	Select Type of Leave to avail (v) Start End Date Date  Earned Leave Annual Leave Casual Leave Maternity Leave  Paternity Leave  Extraordinary Leave  Medical Leave  Medical Escort Leave  Signature of Applicants  Signature  Signature  Signature  Signature  Signature

Signature of Supervisor/Manager

Approved

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

Signature of HR Officer