



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			Officiating.	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 Annual Leave remaining.

Signature HR Officer

Approved

Not Approved

Signature of Supervisor/Manager

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

Signature of HR Officer