



ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN
LEAVE REQUEST AND APPROVAL FORM

Date:

To:

From:

Kindly grant me leave as follows:

Table with 7 columns: Sl. No, Type of Leave, Select to avail (v), Duration (Start Date, End Date, Total), Remarks. Rows include Annual Leave, Casual Leave, Maternity Leave, Paternity Leave, Medical Leave, Medical Escort Leave, Bereavement Leave, Extraordinary Leave, and Earned Leave.

* 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 of 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