



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

LEAVE REQUEST AND APPROVAL FORM

To :.....
From :.....

Date:.....

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 Applicants

* Until today, the(date) of(month),(year), the applicant has Days of Annual/ Casual Leave remaining.

**Signature
HR Officer**

Approved

Not Approved

Signature of Supervisor/ Manager

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

Signature of HR Officer