



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 (✓)	Duration			Remarks
			Start Date	End Date	Total	
1	Earned Leave					
2	Casual Leave					
3	Maternity Leave					Attach evidence
4	Paternity Leave					Attach evidence
5	Extraordinary Leave					Execute 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 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