



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			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 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