



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.	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 Applicant

\*Until today, the ..... (date)..... (month).....(year), the applicant has .....days of Annual Leave, and ..... days of casual leave remaining.

.....  
Signature  
HR Officer

.....  
Approved  
Signature of Supervisor/Manager

.....  
Not Approved

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

.....  
Signature of Chairperson (HRC)