



༄། དཔལ་ལྷན་འབྲུག་གཞུང་།  
གནམ་གླུ་ལྷེལ་འདྲེན་ལས་ཁུངས།  
གཞི་རྒྱུ་མཁོ་ཆས་དང་ ལྷེལ་འདྲེན་ལྷན་ཁག།  
Royal Government of Bhutan  
**Department of Air Transport**  
Ministry of Infrastructure & Transport.



Paro International Airport.

**LEAVE REQUEST AND APPROVAL FORM**

Date:.....

To : .....

From : ..... Designation/Division.....

Emp ID : ..... Email/Contact No.: .....

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	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
9	Medical Escort Leave					Attach evidence

\* Submit reasons: .....

Signature of Applicants

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

Signature  
HR Officer

Approved / Not Approved: .....

Signature of Supervisor/Manager

**Director General**

Approved by: HRC Meeting No..... dated..... for (i) Medical Leave beyond one month, (ii) Medical Escort Leave, and (ii) EOL.

Signature of HR Officer