



༄༅། 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: .....

Name : ..... 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	Annual 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

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\* 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

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Approved / Not Approved: .....

Signature of Supervisor/Manager

Signature of Head of AMD