



ལྷན་ཁག་། དཔལ་ལྷན་འབྲུག་གཞུང་།
 གནས་གྲུབ་སྐྱེལ་འདྲེན་ལས་ཁུངས།
 གཞི་རྒྱུ་མཁོ་ཆས་དང་། སྐྱེལ་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	Earned Leave Balance					
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 Annual Leave/Earned Leave, and days of Casual Leave remaining.

Signature of HR/ADM Officer/Assistant

Approved / Not Approved:

Signature of Supervisor/Manager

Signature of Division Chief/Head of the Agency

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

Signature of HR Officer