



དཔལ་ལྷན་འབྲུག་གཞུང་། ལུས་ལྷན་དང་རང་བཞིན་ཐོན་སྐྱེད་ལྷན་ཁག།

Human Resource Division  
Ministry of Energy and Natural Resources  
Royal Government of Bhutan  
Thimphu: Bhutan

**BHUTAN**  
Believe

**Leave Application Form**

Employee Name		
Department/Division		
Name of Supervisor		
Type of Leave Requested (Please choose the relevant reason)		
1. Casual Leave	<input type="checkbox"/>	
2. Earned Leave	<input type="checkbox"/>	
3. Maternity / Paternity Leave	<input type="checkbox"/>	
4. Medical Leave (ML)/Escort Leave (EsL)	<input type="checkbox"/>	
5. Bereavement Leave	<input type="checkbox"/>	
6. Annual Leave	<input type="checkbox"/>	
7. Extra Ordinary Leave (EoL)	<input type="checkbox"/>	
<b>Note: Sl.No. 3 to 5 should be supported by necessary documents.</b>		
Leave Applied	From : (d/m/y) _____	To : (d/m/y) _____, Day(s) _____
Reasons:		
Employee's Signature _____		Date : _____
Recommendation of HRO/ Admin Asst. (for annual leave)		
Certified that the employee has _____ day(s) _____ Leave balance as on ____/____/____.		
Signature of HRO/ Admin Asst. (Official Seal) _____		Date: _____
Approval of the Department/Division Head		
Approved	<input type="checkbox"/>	Not Approved <input type="checkbox"/>
Signature _____		Date: _____
(Official Seal)		