



ཀེསར་རྒྱལ་པོ་གསོའི་གཞུག་ལག་སློབ་མཉེ།
Khesar Gyalpo University of Medical Sciences of Bhutan
Royal Government of Bhutan
Thimphu: Bhutan



LEAVE REQUEST AND APPLICATION

To :

Date:

I would be grateful if the following leave may be granted.

Particulars	Select to Avail	Duration		No of days	Purpose
		Start Date	End Date		
Casual Leave					
Earned Leave					
Maternity Leave					Attach Evidence
Medical Leave					Attach Evidence
Paternity Leave					Attach Evidence
Bereavement Leave					
Extraordinary Leave					
Study Leave					Attach Evidence

During my leave of absencewill be responsible to carry out my Duties My contact number during the leave is.....

Name, Signature and Designation of applicant

Personal records have been checked and the applicant hasdays Casual Leave /Earned Leave /Maternity Leave /Paternity Leave balance as of

Date: Checked by HRO

Date: Approved by Manager/Supervisor

Approved by: Faculty/ University HR Committee meeting No..... dated.....for EOL.

Signature of the HRO



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