



ལྷན་འབྲེལ་གྱི་འཕེལ་འགྲུབ་ལྷན་ཁུངས་  
 ལེན་ལྷན་མཁོ་ཚུལ་དང་སྤྱི་ལོ་ལྷན་ཁག་དཔལ་ལྷན་ལྷན་ལྷན་གཞུང་།  
**BHUTAN CIVIL AVIATION AUTHORITY**  
**Ministry of Infrastructure and Transport**  
**Royal Government of Bhutan**  
 Paro : Bhutan



**FORM 10/1**

**LEAVE REQUEST AND APPROVAL FORM**

Date: .....

Name of Applicant : .....

Position Title : ..... Section/Division .....

Kindly grant me leave as follows:

Sl. No	Type of Leave	Select to Avail (✓)	Duration			Leave Balance	Remarks
			Start Date	End Date	Total		
1	Annual Leave						
2	Casual Leave						
3	Medical Leave						Attach evidence
4	Maternity Leave						Attach evidence
5	Paternity Leave						Attach evidence
6	Extraordinary Leave						Execute Undertaking
7	Bereavement Leave						Attach evidence
8	Medical Escort Leave						Attach evidence

\*Submit reasons:

.....

**Signature of applicant**

\_\_\_\_\_

Recommendations of the Head of the Division:

.....

**Signature**

\_\_\_\_\_

Approved / Not Approved

**Signature of the Head of the Agency**