

ROYAL UNIVERSITY OF BHUTAN
LEAVE APPLICATION FORM



Royal University of Bhutan

Name of Staff			
Name of Supervisor			
Type of leave			
Effective dates	From:		To:
Number of days			
<i>Note: Leave other than casual and earned must be supported by documents</i>			
Reasons for leave			
Date of application			
Applicant's signature			
During the applicant's leave of absence, responsibilities will be looked after by	Name of staff:		
	Signature		
Status of leave application	Approved		
Leave approved by			Signature
			Date:
Records Section (HRD/ADM)			
Certified that the staff has ----- day(s) ----- leave balance as on			
Records section authority	Signature		