**DEPARTMENT OF CULTURE, MoHCA**

**Leave Request and Approval Form**

**Date: ………………..**

**To:** The Director General,

Department of Culture,

Thimphu.

**Kindly grant me leave as follows:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.****No** | **Type of Leave** | **Select****to****Avail**(√) | **Duration** | **Remarks** |
| **Start** **Date** | **End****Date** | **Total** |  |
| 1 | Earned Leave |  |  |  |  |  |
| 2  | Casual Leave |  |  |  |  |  |
| 3 | Maternity Leave |  |  |  |  | Attach evidence |
| 4 | Paternity Leave |  |  |  |  | Attach evidence |
| 5 | Medical Leave |  |  |  |  | Attach evidence |
| 6 | Extraordinary Leave |  |  |  |  | Execute Legal Undertaking |
| 7 | Bereavement Leave |  |  |  |  |  |

**\* Submit reasons:**

……………………………………………………………………………………………………………….

**(Name & Signature of applicant)**

 **Approved**

 **Director General, DoC**

 **Not Approved**