



འབྲུག་སློ་ཚོར་གོང་འཕེལ་ཚད་འཛིན།
Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan
“Inspiring the growth of livestock entrepreneurs”



LEAVE APPLICATION FORM

Name of Employee:

Employee Number:

Designation:

Department/Section:

Type of leave (Earned/Casual /Medical/Escort/Maternity/Paternity/Bereavement):

Leave Start date:

Leave End date:

Duration of leave:

Reasons (Attached medical certificate/prescription or relevant documents):

[Signature of employee]

Date:

For Official Record Leave Record:

Leave Available:

Availed till date:

Balance as per record:

Recommendation of Supervisor: Recommended

NOT Recommended

[Signature of Supervisor]

Approved

[Signature of Approving Officer] NOT Approved