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ROYAL SECURITIES EXCHANGE OF BHUTAN LIMITED

LEAVE APPLICATION FORM

TO : CHIEF EXECUTIVE OFFICER
FROM :
SUBJECT : LEAVE APPLICATION

Sir,

I hereby submit my application for the following leave of absence:-

Type of Leave	From	To	No. of working Days
Casual Leave			
Earned Leave			
Sick Leave			
Leave Without Pay			

Date:

Signature of the Applicant

Recommendation from the Head of Division

Do not write below this line

Leave records have been checked and the applicant has _____ days of Earned/ Casual Leave accrued as of _____.

Operation Division

General Manager