



༄༅། རྒྱལ་ལས་དང་རྒྱལ་ཞིབ་ལས་གཞི་གསལ་སྐོར་གྱི་ཚོང་འཛིན།
བསམ་གྲུབ་སྒྲོལ་མཁམ།

BUSINESS ACCOUNTING & AUDITING SERVICE (BASE) Pvt.Ltd
SAMDRUP JONGKHAR: BHUTAN
Post Box No. 192

Leave Request Form

Leave Information	
Employee Name	
Designation	
Manager/Superior Reporting to	
Type of Absence Requested (Please choose the relevant reason)	
<input type="checkbox"/> Earned Leave (PL) :	
<input type="checkbox"/> Casual Leave (PL) :	
<input type="checkbox"/> Time Off without pay :	
<input type="checkbox"/> Personal Leave (LWP) :	
<input type="checkbox"/> Maternity/Paternity (LP) :	
<input type="checkbox"/> Others – Please Specify :	
Dates of Absence	From : _____ To : _____
Reasons for Absence:	
Specify the work handed over to:	
Work taken over by: (Name & Designation)	
Note: 1. Give detail contact No. during Leave: 2. Give detail of alternative contact No. during Leave:	
<i>You must seek approvals for leaves, other than sick leave, 3 days prior to your first day of absence</i>	
Employee's Signature	Date :
Proprietor/Managing Director's Approval	
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
Comments:	



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Proprietor/ Managing Director's Signature	Date:
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Note: adherence in back page.

NOTE:

The above leave is subject to the Leave balance and approval of Leave order only as per following, and only for the permanent employee who has entered in the bound agreement with this firm is applicable.

1. Paid Leave for total 23 days per Year for casual Leave, Earned Leave.
 - 5 days Casual leave in a calendar Year
 - 18 days Earned leave in a calendar Year
2. Paid Leave for total 10 days per year i.e. for Sick leave and other as per ISR of BASE
3. No payment for above Leave will be entertained without approval from the management, though there is a leave balance as clearly indicate in Leave form, other than sick Leave on production of Medical certificate only.
4. Maternity Leave is subject to the medical report of the land, and it is applicable for the permanent employee who has entered in the bound agreement with this firm.
5. Employee who have entered in the bound agreement and having balance of Leave for the period ended of the calendar Year will be entertained as Leave encashment equivalent to his/ her Basic pay.
6. Employees have no right to claim any of the above without the prior approval of this management, headed by the Proprietor/ Managing Director of Business Accounting & Auditing Service (BASE).
7. Other not covered in this note, shall be dealt as per ISR of BASE and subsequently as per the rules and of regulation of Labour Act of the Land.