NORBU
Healing Arts Centre

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Norbu Healing Arts Centre
– We care your Health and Happiness!
P.O. Box # 1827, Changjalu, Olakha :THIMPHU

To
HRD
Norbu Healing Arts Centre
Thimphu

Date:_____

Sir/Madam

Please kindly grant me leave as follows

SN	Type of Leave	Select to Avail (Tick)	Duration			Remarks
			Start date	End date	Total	
1	Casual Leave					
2	Earned Leave					
3	Sick Leave					
4	Maternity Leave					
5	Paternity Leave					
6	Medical Leave					
7	Study Leave					
8	Bereavement Leave					

Reasons for availing leave:

Name and Signature of Applicant

(To be filled in by the HRO and maintain annual leave record)

Leave Status:

Until today, the ……(date)……..(month)……(Year) the applicant has …….days of leave and …….of leave remaining.

Signature and Date_____

_____

Approved by:
Director/Head of Department