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1. Scope

1.1. This SOP describes the standard procedure regarding staff leave

2. Objective

2.1. Enable employees to take leave for genuine reasons
2.2. Facilitate periodic rejuvenation and work-life balance
2.3. Fulfil all the leave related procedures as per BCSR 2023

3. Responsibilities

3.1. **Applicant:** Apply Leave after checking the leave balance.
3.2. **HoD:** Verify/reject/forward the leave application to MS for approval.
3.3. **Medical Superintendent:** Reject/Approved leave application accordingly
3.4. **ADMO:** Update leave record

4. Leave entitlement

4.1. Annual Leave; 21 days
4.2. Bereavement Leave; 21 days
4.3. Maternity Leave; 6 months
4.4. Paternity Leave; 10 days
4.5. Medical Leave; 36 months
4.6. Medical Escort Leave; 1 month
4.7. Study Leave; a maximum of three in-service LTT (if required) in the entire service period or until he attains 45 years of age, whichever is earlier.
4.8. Extraordinary Leave; 24 months including weekends
4.9. Preparatory Leave (on Transfer/LTT/Superannuation);
    4.9.1. A civil servant transferred from one duty station to another: 5 days
    4.9.2. A civil servant who has been approved Study Leave: 5 days as Preparatory Leave before the course start date and 21 days to report after the course end date including weekends and government holidays

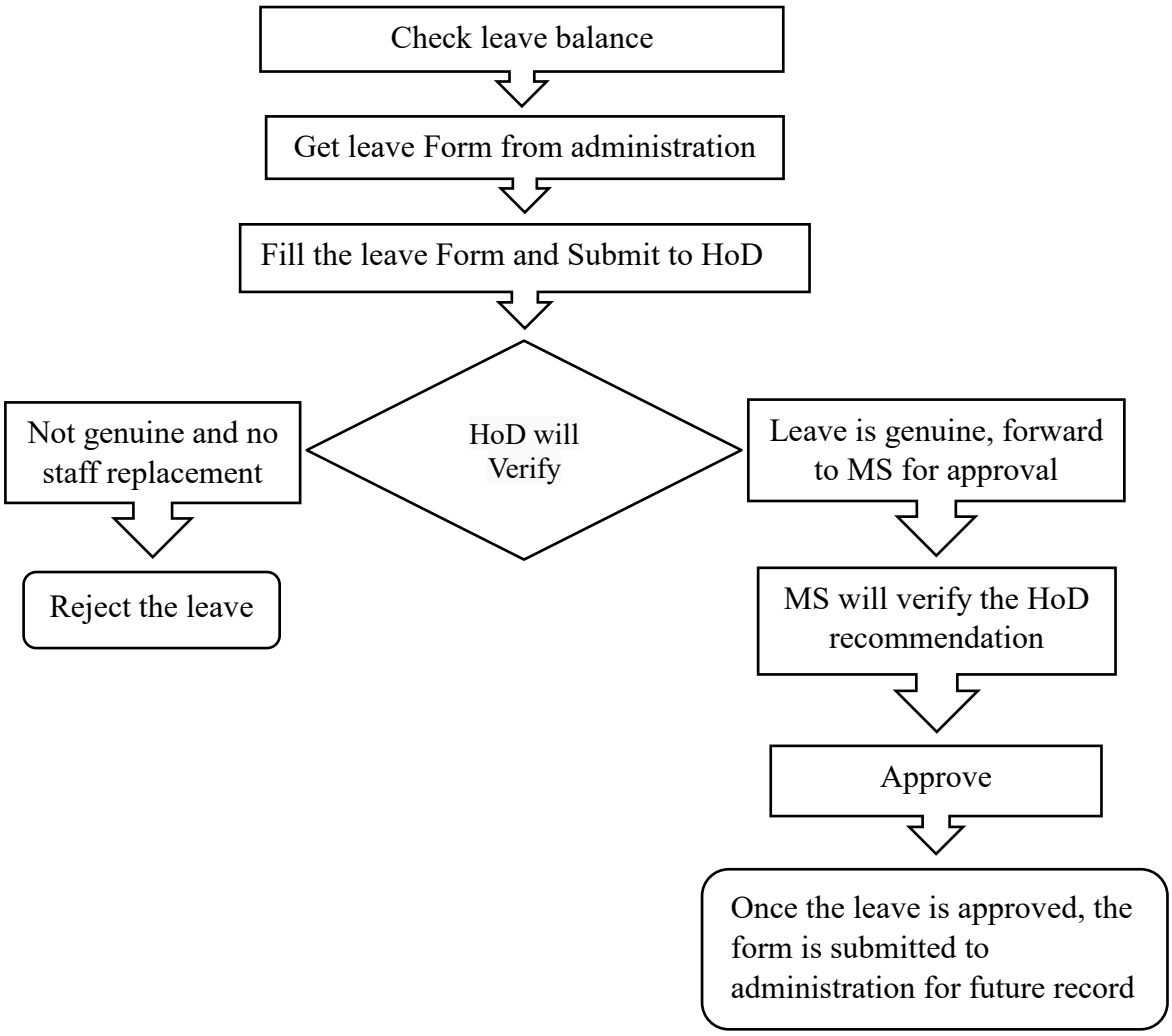
1. Principle

1.1. Ensure timely, fair and accountable leave process

2. Pre-requisite

2.1. Awareness on leave rules and regulations by the ADMO, HoDs and Medical Superintendent

3. Process Map in Flow Chart



4. Leave type & Procedures

4.1. **Annual Leave:** All civil servants other than those in teaching professions and on probation shall be granted annual leave to take scheduled time off to support the well-being and work-life balance of civil servants. It also accommodates for short-term absences required for addressing personal matters such as illness or urgent needs, providing a flexible approach to employee time of

HRM Protocols	Time Frame	Operator	Documents Required/Remarks
If the leave is planned	Submit the leave application 3 days before availing the leave	HoD	An employee on probation period is not entitled for annual leave but can avail casual leave for 10 days in a year. Fill annual leave form (Annex. FORM 8/A) By the concerned Staff
If the leave is Adhoc	Submit the leave application on the same day of availing leave	HoD	Fill annual leave form (Annex. FORM 8/A) By the concerned Staff
Check the leave balance (by ADMO, HoD) and recommend for further approval by Medical Superintendent	Within a working day	HoD	Annual leave balance
Medical superintendent will Approve/Reject as per HoD recommendation	Within a working day	MS	Duly filled leave from recommended and sign by HoD
Update Personal File	Within one day	ADM Assist	Duly filled leave from recommended and sign by HoD and Approve by MS

4.2. **Bereavement Leave:** In the event of death of a family member, parents, siblings and spouse's parents, Bereavement Leave of 21 days, including weekends and holidays, shall be provided to a civil servant for each incident, calculated from the day of the incident.

HRM Protocols	Time Frame	Operator	Documents Required/Remarks
Initiate immediate leave from the death of the family member, parents, siblings and spouse's parents.	Submit the verbal application to the supervisor within a day and submit the leave application thereafter (21 days)	Can approved by Immediate supervisor HoD/ADMO	Duly filled leave from sign by applicant with attached death certificate (within a week)
Issue leave sanction order	Within a day from the receipt of application	ADMO	Duly filled leave form approved by HoD/ADMO and attached death certificate
Submit the joining letter after completion of leave	On the day of joining the office	MS/ADMO	Joining letter signed by the concern staff.
Issue joining order	Within one day working hours	ADMO	Joining order
Update Personal File	Within a working day	ADM Assist	Joining order signed by MS and joining letter submitted by the concern staff.

4.3. **Medical Leave;** A civil servant, who has been certified as incapable of performing duties due to illness or injury shall be granted Medical Leave on production of a medical certificate issued by a medical authority in Bhutan

HRM Protocols	Time Frame	Operator	Documents Required/Remarks
Initiate leave from the date of medical leave certificate issued.	Within a working day	MS	Up to one month: leave recommended by a Medical Doctor along with medical leave certificate and treatment history Beyond one month: Leave recommended and approved by a Medical Board of Doctors.
Leave exceeding 14 days	Within a working day	HRC, MoH	Medical Leave exceeding 14 days shall be approved by the HRC and for 14 days and less shall be approved by the Head of the organization.
Issue leave sanction order	Within one day from the receipt of application	ADMO	Duly filled leave form approved by MS and medical treatment history and medical leave certificate attached
Copy and share sanction order to HRD and Account section	Within a working day	ADMO	Leave recommended by a Medical Doctor along with medical leave certificate treatment history
Submit the joining letter after completion of leave	On the day of joining the office	MS/ADMO	Joining letter signed by the concern staff.
Issue joining order	Within one day working hour	ADMO	Joining order
Copy and share joining letter and joining order to HRD and Account section	Within a day working hour	ADMO	Joining order signed by MS
Update Personal File	Within a working day	ADM Assist	Joining order signed by MS and joining letter submitted by the concern staff.

4.4. **Medical Escort Leave;** A civil servant shall be granted the Medical Escort Leave for a maximum period of one month to escort his direct dependent, per incident. HRC of the Agency may grant an extension based on the medical report but such extension shall not exceed 30 days inclusive of weekends and public holidays.

HRM Protocols	Time Frame	Operator	Documents Required/Remarks
Initiate leave from the date of medical escort leave	Within a working day	MS	Medical treatment history of the direct dependent
Applied Medical escort leave	Within a working day	ADMO	Attached necessary documents signed by MS and forward to Agency HRC.
Issue leave sanction order	Within a day after approval from HRC	HRD,MoH	
Acknowledge leave sanction order from HRD	Within a working day	ADMO	
Submit the joining letter after completion of leave	On the day of joining the office	MS/ADMO	Joining letter signed by the concern staff.
Issue joining order	Within one day working hour	ADMO	Share the copy of the joining letter to HRD and Account section
Update Personal File	Within a working day	ADM Assist	Joining order signed by MS and joining letter submitted by the concern staff.

4.5. **Study Leave;** Study Leave shall be granted to a civil servant to enable him to pursue approved LTT a maximum of three in-service LTT (if required) in the entire service period or until he attains 45 years of age, whichever is earlier.

HRM Protocols	Time Frame	Operator	Documents Required/Remarks
Initiate and inform the ADMO The number of days shall be counted from the date of award letter issued by RCSC	Within a working day	MS	Award Letter
Submit the joining letter after completion of LTT	On the day of joining the office	MS/ADMO	Joining letter signed by the concern staff.
Issue joining order	Within one day working hour	ADMO	Share the copy of the joining letter to HRD and Account section
Update Personal File	Within a working day	ADM Assist	Joining order signed by MS and joining letter submitted by the concern staff.

4.6. **Extraordinary Leave;** EOL shall be granted to a civil servant up to a maximum period of 24 months including weekends and government holidays in total during the entire service

HRM Protocols	Time Frame	Operator	Documents Required/Remarks
Submit the notice application	Before 3 months	HRD, MoH and MS	Notice Application
Initiate the leave	Within a working day	ADMO and HRD, MoH	Forward the letter to the HRD, MoH along with all the necessary Documents
Issue leave sanction order	After the approval from HRC	HRD, MoH	
Issue separation Order	Within a working day	ADMO	Copy to HRD, MoH
Submit the joining letter after completion of leave	On the day of joining the office	MS/ADMO	Joining letter signed by the concern staff.
Issue joining order	Within one day working hour	ADMO	Share the copy of the joining letter to HRD and Account section
Update Personal File	Within a working day	ADM Assist	Joining order signed by MS and joining letter submitted by the concern staff.

4.7. **Preparatory Leave (on Transfer/LTT/Superannuation):** A civil servant can avail Preparatory Leave in order to prepare for studies, transfer and prior to superannuation

HRM Protocols	Time Frame	Operator	Documents Required/Remarks
Initiate the leave	Within a working day	MS	Transfer order, Superannuation Notice, Award Letter issued by RCSC, Exam Notice
Issue Sanction letter	Within a working day	MS	
Submit the joining letter	On the day of joining the office	MS/ADMO	Joining letter signed by the concern staff.
Issue joining order	Within one day working hour	ADMO	
Update Personal File	Within a working day	ADM Assist	Joining order signed by MS and joining letter submitted by the concern staff.

9. Annexure

9.1. Annual Leave form

10. References

10.1. Standard Operating Procedure for Human Resource Division. (2016). Royal Civil Service Commission, Royal Government of Bhutan.

10.2. Standard Operating Procedure for JDW/NRH. (2011). Quality Assurance and Standardization Division, Ministry of Health.