

APPENDIX H/I
(Made under Standing Order H.4)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE

APPLICATION FOR LEAVE

Vote Code 80L3								Sub-Vote					
Check number								Personnel file number (or TSD force No)					

SECTION A: LEAVE REQUEST (To be completed by the employee)

A1) Personal Details

- i. Full Name
- ii. Designation
- iii. Station
- (iv) Division/Department: (v) Date of First Appointment/...../.....

A2) Contact Details Whilst on Leave

- (vi) Phone number (vii) Email Address:
- (viii) Contact Address P.O.BOX.....

A3) Leave Request

(xi) Start of Leave	(x) Last Day of Leave
(x) Total number of working Days requested	
(xi) Total number accompanied by	

Signature Date/...../20.....

SECTION B: LEAVE REVIEW (to be completed by Head of Department/Section/Unit)

B1) Review of Leave Record

(i) Dates of last leave taken: to
(ii) Number of days taken: Days
(iii) Leave outstanding in the current leave period: Days
(iv) Leave outstanding from previous leave period: Days

B2) Recommendation for Leave (Tick box as applicable)

- I recommend the above as requested
- I recommend the above leave with following changes
- I do not recommend the above leave be granted for the following reasons

Name Signature

Designation Date

SECTION C: APPROVAL DECISION (To be completed by the authorizing officer)

- (i) I approve/deny the above leave request. (ii) If denied give reasons below
- (iii) Name (iv) Signature
- (v) Designation (vi) Date