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									**Sub-Vote**								
Check Number									**Personal File Number (or TSD, Force No.)**								

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

A1) Personal Details

b. Full Name: .....
.....

c. Designation: .....

(iii) Station: .....

(iv) Division/Department: ..... (v) Date of First Appointment: ...../.....20.....

A2) Contact Details Whilst on Leave

(vi) Phone Number: ..... (vii) E-mail Address: .....
(viii) Contact Address: .....

A3) Leave Request

(ix) Start Date of Leave	...../ ...../	(x) Last Day of Leave	...../ ...../ .....
(xi) Total Number of Working Days Requested:		..... Days	

Signature: ..... Date: ...../ ...../ .....

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

B1) Review of Leave Records

(i) Dates of last leave taken:	...../ ...../ ..... To ...../ ...../ ..... 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 leave 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: ...../...../ 20.....

SECTION C: APROVAL 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: ...../...../ 20.....