

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: 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:/...../ 20.....