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				
C/No						Personnel File Number (or TSD)				

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

A1) Personal Details: Full Name:.....
Designation:.....

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

A2) Contact Details Whilst on Leave

(vi) Phone Number:..... (vii) Email 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:...../...../20.....

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

B1) Review of Leave Records

(i) Date 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 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:.....

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:.....