APPENDIX HI

(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									Personnel file Number (or TSD force No)								

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

A1) All Personal Details

i. Full Name……..……

ii. Designation…… …….

iii. Station…….....

iv. Division/Department…… (v) Date of first Appointment……..

A2) Contact: Details Whist 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……..……

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

B1) Review of leave Records

i) Date of last leave taken	From…….. 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 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)……..…….