

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

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE – 2009

APPLICATION FOR LEAVE

Vote Code										Sub Vote							
Check Number										Personnel File No. (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) 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:	
(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:

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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:

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(iii) Name: (iv) Signature:

(v) Designation: (vi) Date: