

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:.....

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 date of leave/...../.....
(xi) Total Number of Working Days requested:Days		

Signature:.....

Dated:/...../.....

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/...../.....
ii)Number of days taken:Days
iii)Leave outstanding in the current period:Days
iv)Leave outstanding from previous period:Days

B2) Recommendation for Leave (Tick box as applicable)

[] I recommend the above leave taken as requested

[] I recommend the above with following changes:.....

[] I not recommend the above leave be granted for the following reasons.....

.....

Name:..... Signature:.....

Designation:..... Dated:...../...../.....

SECTION C: APPROVAL DECISION (To be completed by the authorizing officer)

(i) I approve/deny the above leave (ii) If denied give reasons below.....

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.....

(ii) Name:..... (iii) Signature.....

(iv) Designation (v) Date/...../.....