

**THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE**

APPLICATION FOR LEAVE

Vote Code								Sub Vote						
Check Number								Personnel File Number for TSD, force No)						

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

A1) Personal Details

- B. (i) Full Name.....
(ii) 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) 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

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

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 to 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.....