

**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 the employee)

A (1) Personal Details

b. Full Name:.....
 c. Designation:.....
 Station:.....
 (iv) Division / Department:..... (v) Date of First Appointment:...../...../.....

A (2) Contact Details While on Leave

(vi) Phone Number:..... (vii) Email Address:.....
 (viii) Contact Address:.....

A (3) 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)

B (1) Review of Leave Records

(i) Dates 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

B (2) 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:..... / / 20.....

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

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

 (iii) Name..... (iv) Signature:.....
 (v) Designation (vi) Date..... / /20.....