

APPENDIX H/1
 (Made understanding 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 Number (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:/...../20.....
- A2) Contact Details Whilst on leave
- vi. Phone Number:
 - vii. Email Address:
 - viii. Contract Address:

A3) Leave Request

ix. Start Date of Leave/...../.....	x. Last day of leave/...../.....
xi. Total Number of Work Days request 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/...../.....
ii. Number of days taken Days
iii. Leave outstanding in the current leave period Days
iv. Leave outstanding from previous leave period Days

B1) Recommendation for Leave (Tick box as applicable)

- I recommended the above as request
- I recommend the above leave with following changes:
- I do not recommend the above leave be granted for the following reasons

Name:

Signature:

Designation:

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

- i. I approve the above leave request
- ii. If denied give reasons below
- iii. Name:
- iv. Signature:
- Designation:
- v. Date:/...../20.....