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

## APPLICATION FOR LEAVE

Sub Vote

Vote Code

Vote Code						Sub Vote							
Check Number						Personnel File Number for TSD, force No)							
S (1) <b>Personal</b> B.	<b>Details</b> (i) Ful (ii) De	l Nam signa	e tion:			be complet					)	,	,
	<b>Details w</b> ne numbe	<b>/hilst</b> er	on lea	ive	(	vii) Email/Ad	dress:						
(vii) Contact address:													
(ix) Start da	ate of lea	ave		/	/	(x) Las	t day	of lea	ve		/	/	
(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) Date	es of last leave taken	/to							
(ii) Num	ber of days taken	Days							
(iii) Lea	ve outstanding in the current leave period	Days							
(iv) Lea	ve outstanding from previous leave period	Days							
	ON B: LEAVE REVIEW (to be completed become as appeared become a second to the complete of the								
	I recommend the above leave as requested								
	I recommend the above leave with following changes								
	I do not recommend the above leave to g	ranted for the following reason							
Name:									
Designat	ion: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								
(ii)	Name: (iv	v) Signature:							
(v)		i) Date:/ /20							