

THE UNITED REPUBLIC OF TANZANIA  
STANDING ORDERS FOR THE PUBLIC SERVICE

APPLICATION FOR LEAVE

<b>Vote Code</b>									<b>Sub Vote</b>						
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: .....
- (vii) 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 reason.....

.....

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.....  
 .....  
 .....

(ii) Name: ..... (iv) Signature: .....

(v) Designation..... (vi) Date: ...../..... /20 .....