

APPENDIX H/1

(Made Under Standing Order H.4)

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. PERSONAL DETAILS.

Full Name.....

Designation.....

Station.....

Division/Department.....

Date of First Appointment.....

B. CONTACT DETAILS WHILST LEAVE.

Phone number..... Email Address.....

Contact Address.....

Leave Request

Starting Date Leave	Last Day of Leave
Total Number of Working Day Requested (Day Request)Days.

Signature.....

Date.....

SECTION B: LEAVE REVIEW (To be Completed Head of Department)

Review of Leave Records.

i.	Date of last taken/...../..... to/...../.....
ii.	Number of Days takenDays.
iii.	Leave Outstanding in the Leave PeriodDays.
iv.	Leave Outstanding from Previous Leave PeriodDays.

Recommendation for leave (Tick box as applicable)

I recommend the above leave as request.

I recommend the above leave with following changes.

I do not recommend the above leave to be granted for the following reasons

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Name..... Signature.....

Designation..... Date.....

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

I approve/deny the above request (ii) denied give reasons now

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Name..... Signature.....

Designation..... Date.....