

**APPENDIX H/I  
(Made under Standing Order H.4)**

**THE UNITED REPUBLIC OF TANZANIA  
STANDING ORDERS FOR THE PUBLIC SERVICE – 2009**

**APPLICATION FOR LEAVE**

<b>Vote Code</b>										<b>Sub Vote</b>							
<b>Check Number</b>										Personnel File No. (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: .....

**A2) Contact Details Whilst on Leave:**

- (vi) Phone Number: ..... (vii) E-mail Address: .....
- (viii) 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: .....

**SECTION B: LEAVE REVIEW (to be completed by Head of Department/Section/Unit)**

**B1) Review of Leave Records**

(i)	Dates of last leave taken:	
(ii)	Number of days taken:	Days
(iii)	Leave outstanding in the current leave period:	Days
(iv)	Leave outstanding from previous leave period:	Days

**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 be granted for the following reasons:  
.....  
.....

Name: ..... Signature: .....

Designation: ..... Date: .....

**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:  
.....  
.....
- (iii) Name: ..... (iv) Signature: .....
- (v) Designation: ..... (vi) Date: .....