

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

**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 (or TSD, force No)							

**SECTION A: LEAVE REQUEST (To be completed by the employee)**

**A1) Personal Details**

- b. (i) Full Name: .....
- c. (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) Contact Address:.....

**A3) Leave Request**

(ix) Start Date of Leave	...../...../.....	(x) Last Day of Leave	...../...../.....
(xi) Total Number of Working Days requested:	..... Days		
(xii) Number of children who will accompany the Public Servant	.....		

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

**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:...../...../20.....

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

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