

**THE UNITED REPUBLIC OF TANZANIA**  
*standing Orders for the Public Service*  
**Application for Leave**

Vote Code								Sub Vote		
Check Number								Personal file Number(or TSD, Force No.		

**SECTION A:**

**LEAVE REQUEST (TO BE COMPLETED BY THE EMPLOYEE)**

A1. Personal Details: Full Name .....

b. ....

c. Designation .....

Station .....

iv) Division/Department: ..... V) Date of First Appointment .....

A.2 Conduct Details Whilst on Leave: vii) Phone Number ..... email address.....

viii) Conduct Address .....

**A3 LEAVE REQUEST**

iii) 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) Date 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 Yes or No as applicable)**

I recommend the above leave as requested Yes/No

I recommend the above leave with following changes .....

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

Name ..... Signature ..... 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 ..... Signature ..... Date .....