

**APPENDIX III**  
 (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)

**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) 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

**Recommendation of Leave (Tick box as appropriate):**

- I recommend the above leave as requested.  
 I recommend the above leave with following change: .....  
 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 authorized Officer)

(i) I approve/deny the above leave request (ii) If denied give reasons below: .....  
 .....

(iii) Name: ..... (iv) Signature: .....

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