

**APPENDIX H/I**

**(Made under Standing Order H.4)**

**THE UNITED REPUBLIC TANZANIA STANDING ORDERS FOR THE  
REPUBLIC SERVICE**

**APPLICATION FOR LEAVE**

<b>Vote Code</b>										<b>Sub-Vote</b>							
										<b>Personal File Number (or TSD force No.)</b>							

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

**A1) Personal Details**

b. **Full Name:**.....  
 .....  
**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			

**Signature:** ..... **Date:**...../...../20.....

**B1 Review of Leave Records**

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

**B2) Recommendation for Leave (Tick bob as applicable)**

- I recommend the above leave as requested
- I recommended 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 authorizing officer)**

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

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

(v) Designation:..... (vi) Date:...../.....120.....