

TARIME DISTRICT COUNCIL(LEAVE FORM)

APPENDIX H/I
 (Made under Standing Order H.4)
 THE UNITED REPUBLIC OF TANZANIA
 STANDING ORDERS FOR THE PUBLIC SERVICE,2009.

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

- b. Full Name.....
- c. Designation:.....
- i. Station:.....
- ii. Division/Department:.....
- iii. Date of First Appointment...../...../20.....

A2) CONTACT DETAILS WHILST ON LEAVE.

- iv. Phone Number.....
- v. Email Address.....
- vi. Contact Address:.....

A3) LEAVE REQUEST

- vii. Start date of leave:...../...../.....
- viii. Total number of working Days requested:.....
- ix. Last Day of Leave.....

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

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

B1) Review of Leave Record.

- i. Dated 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 Recommended the above leave as requested.
- I Recommended the above leave with following changes.....
- I do not recommended the above leave be granted for the following reasons.....

Name..... **signature**:.....
Designation:..... **Date**:.....

SECTION C: APPROVAL DECISION (To be completed by authorize officer).

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