## THE UNITED REPUBLIC OF TANZANIA APPLICATION FOR LEAVE

(Made under Standing Order H.4

Vote				Sub-Vote					
Code									
Check				Personal File No.(Or					
Number				TSD, Force No)					

Section A: LEAVE REQUEST (to be comple	eted by the employee	e)								
A1.Personal Details		,								
i. Full Name										
ii. Designation	Designation									
iii. Station	Station									
iv. Division/Department	Division/Department									
v. Date of first appointment										
A2. Contact Details Whilst on Leave.										
vi. Phone Number										
vii. Email address	Email address									
viii. Contact address	Contact address									
A3. Leave request										
Start Date	Last Date of Leave									
Total number of working days requested	Davis									
Signature Date	1	.Days								
SECTION B: LEAVE REVIEW (to be complessed by B1Review of Leave Records	eted by flead of Dep	artment/ Section/ Onit/								
<ul><li>ii. Number of days taken</li><li>iii. Leave outstanding in the current leave</li></ul>		Days								
iv. Leave outstanding from the previous le		Days								
B2. Recommendation for Leave (Tick box		шин								
I recommend the above leave as	•									
I do not recommend the a	· ·	· ·								
NameDesignation	-									
SECTION C: APPROVAL DECISION (to be	completed by the au	uthorizing officer)								
I approve/deny the above leave request (ii)	•	below 								
NameDesignation	Signature									
Date										