

**THE UNITED REPUBLIC OF TANZANIA.
STANDING ORDER FOR THE PUBLIC SERVICE
ITILIMA DISTRICT COUNCIL**

APPLICATION FOR LEAVE FOR DEPARTMENTAL/UNIT STAFF.

Vote Code									Sub Vote					
Check Number									Personnel File No. (or TSD force No.)					

Section A: – Leave Request (To be completed by the Employee)

A1) Personal Details

1. Full Name:
2. Designation 3. Station
4. Department/Unit 5. Date of First Appointment/...../20.....

A.2) Contact Details on Leave

6. Phone Number 7. Email Address
8. Contact Address
9. My spouse and Children, whose details are given below, will accompany me/travel separately by road/rail/ship/air* and I will travel to Where I shall stay for days

S/N	NAME OF CHILD	DATE OF BIRTH	S/N	NAME OF CHILD	DATE OF BIRTH
1			3		
2			4		

A.3) Leave Request

10. Start date of leave/...../20....	11. Last day of leave/...../20.....
12. Total number of working days requested Days		

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

Section B: – Leave Review (To be completed by Head of Department)

B 1) Review of Leave Records

1. Date of last leave taken/...../..... To/...../.....
2. Number of days taken Days
3. Leave outstanding in the current leave period Days
4. Leave outstanding from previous leave period Days

B 2) Recommendation for Leave (Tick box as applicable)

- I recommend the above leave as request
- I recommend 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 the Head of Personnel Department:)

1. I approve/deny the above leave request 2. If denied give reasons below
-
-
3. Name: 4. Signature
5. Designation 6. Date:/...../20.....