

**MONDULI DISTRICT COUNCIL
STANDING ORDER FOR THE PUBLIC SERVICE**

FOR 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)

A.1 Personal Details:

- (i) Full Name:
- (ii) Designation.....(iii) Station:(iv) Division/Department:
- (v) Date of First Appointment:/...../.....

A.2 Contact Details while on Leave

- (vi) Phone Number: (vii) E-mail address.....
- (viii) Contact Address:

A.3 Leave Request

(ix) Start Date of Leave/...../20....	(x) Last day of Leave/...../20....
(xi) Total Number of working Days requested Days		

A.4 My Spouse and Children, whose details are give below will accompany me:

Name of Child	Date of Birth	Age	Remarks

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

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

B.1 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

B.2 Recommendation for Leave (Tick box as applicable) (Head of Department/Section)

- I recommend the above leave as requested
- 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 be completed by the Authorizing Officer):

- (i) I approve/deny the above leave requested (ii) I denied give reasons below:
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- (iii) Name: (iv) Signature:
- (v) Designation: (vi) Date:/...../20.....

