



Peace Corps Tanzania Leave Request Form for Volunteers

36 Zambia Road, P.O. Box 9123 Dar es Salaam, Tanzania

Complete this form and return it, signed by you and your supervisor, to the Peace Corps office. Mail it, or scan/take a photo and email it to Goodluck (VSS) - GMollel@peacecorps.gov

Leave requests should be received by the office 2 weeks before domestic travel and 6 weeks before international travel.

Don't forget to pack your malaria medicine and your exemption certificate. If you are leaving Tanzania, also take your passport, WHO card, and all necessary visas. You are responsible for reviewing the transportation policy of any Peace Corps post you may visit prior to traveling to that country.

<hr/> Volunteer Name			
Project Sector (check one): Education Health Environment			
<hr/> Volunteer Phone Number		<hr/> Submit Date	

Vacation Days	
Earned	
Used	
Available	
Request	
Remaining	

Trip Summary		
Date Leaving Site	Date Returning to Site	Total Vacation Days

For office use:

VRF Reports current

VSS Check

Volunteer Informed

S&S Info Sent

Itinerary			
From (with date)	Traveling to	# Days	Leave Code

- VAC/TZ Annual leave within Tanzania
- VAC/INT Annual leave outside Tanzania
- TNG Training/PC meeting
- WRK Work-related
- SPC Home leave for 3rd yr ext
- ADMIN Example: Grad school tests
- TAC Time Away from Community

You are permitted to use four TAC days per month for:
 -Visits to banking town or neighboring regions... also can be used at beginning and end of requested leave
 -Adding one extra day in Dar before/after official business travel.

My travel includes: **Travel to Arusha or Dar**
 (Check all that apply) **Travel to Zanzibar**
 International Travel

For travel to any of these locations, attach an itinerary that includes travel/flight information and contact details of accommodation.

Alternate contact info to reach you during your travels (another PCV, counterpart, hotel, etc.)

Contact Name	Phone Number	Relation	Dates Valid

If the contact will be with you for the duration of your trip, leave the **Dates Valid** field blank.

PLEASE NOTE: If you have not turned in all of your VRF reports, official Peace Corps policy states annual leave cannot be granted.

Volunteer Signature	Date	APCD/PM Signature	Date
---------------------	------	-------------------	------

Supervisor Name	SSC Signature (International)	Date
-----------------	-------------------------------	------

Supervisor Signature	Date	CD Signature (International)	Date
----------------------	------	------------------------------	------