

# TEACHERS SERVICE COMMISSION

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NAIROBI, KENYA

23<sup>RD</sup> NOVEMBER, 2021

## CIRCULAR NO:17/2021

TO: ALL TEACHERS

### ROLL OUT OF THE LEAVE ONLINE MODULE

In its Strategic Plan 2019-2023, the Commission identified Reforms and Innovation in the provision of its services as a strategic focus area aimed at improving service delivery to employees and stakeholders.

To achieve this goal, the Commission has successfully automated the leave application and approval process and migrated the same to an online system. To this end, there will be no manual application for all types of leaves effective **1<sup>st</sup> December, 2021**.

All teachers including interns are required to henceforth apply for leave using the online platform. The detailed procedure on how to apply for leave in the system is provided in the user guidelines which may be accessed through the Commission's website at [www.tsc.go.ke](http://www.tsc.go.ke).

In case of any challenges, teachers are advised to consult the Commission's ICT field officers who will be available to assist. Those who have already applied manually and proceeded on leave will not be affected.

TSC County Directors are directed to ensure that the contents of this circular is disseminated to all teachers serving under their respective jurisdictions.

**DR NANCY NJERI MACHARIA, CBS**  
**SECRETARY/CHIEF EXECUTIVE**

**Copy to:** All Regional Directors  
All County Directors  
All Sub County Directors