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| Application for Special Leave | |
| Name |  |
| Parish/Benefice |  |
| Archdeaconry |  |
| Date of Request |  |
| Start date  End date | Anticipated time off required: |
| Number of days to be taken |  |

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| --- | --- |
| Date Bishop or Archdeacon consulted |  |
| Bishop’s / Archdeacon’s authorisation |  |
| *Office use only: Annual Leave recorded* |  |

The office-holder should be invited to seek support and to keep in contact with parish and Diocesan developments. In protracted periods of special leave, meetings should be held on a regular basis to establish whether support and assistance is required. Records should be kept below.

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| Date of Meeting | Present at Meeting | Updates/Progress |
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* This form can be completed in response to a telephone request to the Bishop or Archdeacon
* A copy of the form must be sent to the Archdeacons’ Executive Assistant who should be informed when the office-holder returns to work