Absence Request Form

Clergy: ____________________________________________________________

Parish: ____________________________________________________________

Type of Absence Requested:

___ Sick  ___ Vacation  ___ Bereavement  ___ Time Off Without Pay

___ Education  ___ Sabbatical  ___ Parental

___ Other: _________________________________________________________

Dates of Absence: From: ___________________  To: ___________________

Reason for Absence (if not Vacation):

Request must be submitted **2 months** prior to start of leave, except for *sick* and *bereavement* leave.

__________________________  Date

Clergy Signature

__________________________  Date

Wardens Signatures

Bishop:

___ Approved  ___ Rejected

__________________________  Date

Bishop’s Signature

Connecting Anglicans in Northern British Columbia
Notes:

Clergy in charge of parishes have a canonical responsibility to notify the Bishop whenever they are out of their parish, other than on approved diocesan business.

Prior approval is required from the Bishop for leave. Sick leave when over one week. Bereavement Leave as soon as possible. All other leave requires a request 2-months prior to the start of the leave and the signature of the Wardens.

In the case of Vacation, Education, Sabbatical, or Parental Leave, it is the responsibility of the clergy to arrange for pastoral and liturgical care of their parish in their absence. These arrangements must be approved by the Bishop.

Revised – 17 February 2020