



DIOCESE OF THE MURRAY
CLERGY LEAVE OF ABSENCE FORM

Member of Clergy: _____

Parish of: _____

Period of Leave: From: To:

Purpose

Days remaining for the current 12 month period:

Who will be taking services during your absence?
Contact phone number:

Who will be attending to emergencies?
Their contact phone number:

Your contact point in case of emergency: Telephone No.

Have you informed the Hospital/s and Funeral Directors? Yes/No

Signed _____

Date: _____

Please email this form to:
The Registrar of the Diocese
registry@murray.anglican.org

A copy of this form will be emailed to your Area Archdeacon.

Clergy are allowed 4 weeks Annual Leave which includes no more than 4 Sundays in a calendar year
Clergy are allowed 10 Days Personal Leave in a calendar year
Clergy may take 4 days Study/ Professional Development Leave
None of these entitlements accrue or can be paid out in lieu

Note: Parish Council, the Registrar and your Area Archdeacon must be informed.

Office Use Only

Archdeacon Approval: _____ Date: _____

Annual Leave -- This form must be submitted at least 14 days before the leave is to occur.

Long Service Leave -- This form must be submitted at least 3 months before the leave is to occur.