**Diocese of The Murray**

**Clergy Leave of Absence Form**

Name:

Parish of:

Period of Leave: From: To:

Is this Annual Leave? Yes/No

If not, for what purpose?

Days remaining for the current 12 month period:

Who will be taking services during your absence?

His 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

**Study Leave**

*Clergy are encouraged to take 4 days study / personal development leave per year.*

Could you please advise the Director of Formation / Vicar General of the dates you intend to be on study leave along with what arrangements you have made for while you are away.

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**Please email this form to:**

Please note that a copy of this form will be emailed to the Vicar General.

**The Registrar of the Diocese**

registry@murray.anglican.org