



## DIOCESE OF TRURO

### SPECIAL LEAVE

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

|   |
|---|
| Date Bishop or Archdeacon consulted:          |
| Bishop's / Archdeacon's authorisation:        |
| <i>Office Use Only: Annual Leave recorded</i> |

The office-holder should be invited 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.

| Date of Meeting | Present at Meeting | Updates/Progress |
|-----------------|--------------------|------------------|
|                 |                    |                  |

- 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' Secretary who should be informed when the office-holder returns to work.