



DIOCESE OF TRURO

SICK LEAVE

CONFIDENTIAL

Notification of Sick Leave	
Name:	
Parish/Benefice	
Archdeaconry:	
Date of Notification	
Details of (Nature of) illness	
Doctor's note supplied?	Yes / No
Self certificate attached?	Yes / No
Anticipated time off required:	

Date Bishop or Archdeacon informed:
Date Bishop informed:
Counselling/ support required Offered: Yes / No
Archdeacon's / Bishop' comments:
Date of commencement of sick leave:
<i>Office Use Only: Sick Leave recorded</i>

The office-holder should be invited to seek support and to keep in contact with parish and Diocesan developments. In protracted periods of sick 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.