



Anglican Diocese of Newcastle

NOTIFICATION OF INTENTION TO TAKE LEAVE

Clergy are Commissioned by the Bishop for ministries in the Diocese. It is therefore appropriated that all Clergy notify the Bishop before absenting themselves from a ministry to which they have been Commissioned.

TO: **AREA DEAN** (Copy to be sent by Area Dean to Bishop's Secretary).

FROM: _____

of the Parish of _____

Please print Name clearly

I seek leave from: _____ until _____
Date Date

NUMBER OF DAYS OF EACH TYPE OF LEAVE

- * Annual Leave / Holiday _____
- * Long Service Leave* _____
- * Study Leave _____
- * Conference / Retreat _____
- * Sick / Recuperation _____
- * Stress / Compassionate _____
- * Maternity / Paternity _____
- * Other _____

Signature of Priest

Counter Signed (Churchwarden)

SUNDAY SERVICES will be taken by (Name and Phone)

Date:	Name:	Phone:
___ / ___ / ___	_____	_____
___ / ___ / ___	_____	_____
___ / ___ / ___	_____	_____
___ / ___ / ___	_____	_____

FUNERALS / EMERGENCY will be handled by:

Name: _____ Phone: _____

RESPONSIBLE PERSON who will arrange setting up of Church for Services / Funerals, who will collect mail, etc.

Name: _____ Address: _____

Telephone: _____ Mobile Phone: _____

RECTORY TELEPHONE WILL BE . . . (Detail how the phone will be answered)

PERSONAL CONTACT in case of EXTREME EMERGENCY:

Name: _____ Phone: _____

A copy of this Leave Request should be retained in your own file and a copy left with the Parish Secretary.

SEE REVERSE FOR IMPORTANT NOTICE

OFFICE USE ONLY	
*	AREA DEAN
*	BISHOP'S SECRETARY
*	OTHER
*	OTHER
*	OTHER
DATE RECEIVED AT DIOCESAN OFFICE	

IMPORTANT NOTICE

- ***Long Service Leave**** should be notified using the specific form. ***The Long Service Leave Board requires three months notice please.***
- ***You are reminded*** that you cannot accumulate leave of more than two weeks. ***You should take leave when it becomes due.***
- ***This form is to be sent to*** your Area Dean who will forward it to ***The Bishop's Secretary.***
- ***A copy of this form*** should be provided for your Parish Secretary.