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**Form B:**

**Application for a Study Leave**

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| **Name:** | Tel: |
| Parish: | Email: |
| Date of Ordination: As deacon: As priest: | |
| Year you plan to retire: | |
| How long have you been in your current post? | |
| Any significant breaks in stipendiary service? Yes/No  If yes, please give date and details: | |
| Have you previously been awarded a study leave or sabbatical in this or any other diocese?  If yes, give date: Diocese serving in at the time: | |
| **Dates of proposed study leave:** | |
| **Brief description of study leave project/plan:** | |
| **Purpose and Content of the Study Leave:** | |
| What would be the educational and other outcomes of this Study Leave? | |
| How might this refresh and resource you and your ministry? | |
| Have you approached anyone else to act as supervisor/consultant for this project? Yes/No  If yes, please give their name and address and area of expertise: | |
| **How many weeks Study Leave are you applying for in total? (*Up to 12 weeks maximum over 3 years*):** | |
| Do you need this to be in several periods of time? Yes/No  If yes, please indicate proposed dates: | |
| **With whom have you discussed the proposals for your study leave and for cover in your absence?** (i.e. the Deanery Leadership Team, your Area Dean, Local Ministry Colleagues, Churchwarden(s), PCC…)  **Please confirm that they are supportive of your application:** Yes/No | |
| **What arrangements have you agreed for covering your regular work in your absence?** | |
| Sunday Services: | |
| Weekday Services and Occasional Offices/Life Events: | |
| Regular pastoral duties (including part-time chaplaincies): | |
| Pastoral emergencies: | |
| Meetings: | |
| Anything else? | |
| Is the Area Dean / The Deanery Leadership Team content with the arrangements made? | |
| **Please indicate and give details of the following anticipated costs:** | |
| Travel: | |
| Accommodation: | |
| Resources (books, software, subscriptions etc): | |
| Other (please specify): | |
| Signature: | |
| Date: | |