

# THE ANGLICAN CHURCH OF CANADA

## THE CONTINUING EDUCATION PLAN APPLICATION FOR SABBATICAL GRANT

A grant of up to \$3,000.00 may be provided to an employee for 8 weeks of continuous leave for study purposes after 5 years of employment. (For a D. Min. Program, the 8 weeks need not be consecutive). Before such a grant is awarded, you must use all of your accumulation in the Continuing Education Plan up to the date of your proposed sabbatical. Please complete this form together with the attached application for your accumulation.

### PART 1 – TO THE ADMINISTRATOR – THE CONTINUING EDUCATION PLAN.

Employee's Name \_\_\_\_\_

Course of Study \_\_\_\_\_  
\_\_\_\_\_

Location \_\_\_\_\_

Commencing \_\_\_\_\_ and ending \_\_\_\_\_

#### 1. Nature of Sabbatical

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#### 2. Process for Accountability/supervision

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#### 3. Form of Evaluation

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#### 4. Relationship of the Sabbatical to Future Employment in the Church

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**5. BUDGET**

**INCOME:**

**Personal**

\_\_\_\_\_

(\*) **C.E.P. Accumulation**

\_\_\_\_\_

**Diocese**

\_\_\_\_\_

**C.E.P. Sabbatical Grant**

\_\_\_\_\_

**Other**

\_\_\_\_\_

**TOTAL**

**0.00**

**EXPENDITURE:**

**Travel**

\_\_\_\_\_

**Accommodation**

\_\_\_\_\_

**Food**

\_\_\_\_\_

**Tuition, fees**

\_\_\_\_\_

**Books, supplies**

\_\_\_\_\_

**Medical Insurance**

\_\_\_\_\_

**Other**

\_\_\_\_\_

**TOTAL**

**0.00**

(\*) Information is available from the Diocesan Office or the Pension Office on their toll-free No. 1-800-265-1070.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date (dd-mmm-yyyy)**

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**PART II - TO THE ADMINISTRATOR - THE CONTINUING EDUCATION PLAN**

I recommend and fully support \_\_\_\_\_  
in the above course of study and request that consideration be given for a sabbatical grant.

\_\_\_\_\_  
**Bishop/Director**

\_\_\_\_\_  
**Date (dd-mmm-yyyy)**

**On completion return to:**

**The Administrator  
The Continuing Education Plan  
625 Church Street, Suite 401  
Toronto, Ontario, M4Y 2G1**

**Administrator Approval**

\_\_\_\_\_  
**Director of Pensions**

\_\_\_\_\_  
**Date (dd-mmm-yyyy)**