



## DIOCESE OF CALEDONIA

### Anglican Synod Office

#201 – 4716 Lazelle Ave., Terrace, BC, V8G 1T2

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## Absence Request Form

Clergy: \_\_\_\_\_

Parish: \_\_\_\_\_

Type of Absence Requested:

Sick     Vacation     Bereavement     Time Off Without Pay

Education     Sabbatical     Parental

Other: \_\_\_\_\_

Dates of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Absence (*if not Vacation*):

Request must be submitted **2 months** prior to start of leave,  
except for *sick* and *bereavement* leave.

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Clergy Signature

Date

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Wardens Signatures

Date

Bishop:             Approved             Rejected

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Bishop's Signature

Date

**Notes:**

Clergy in charge of parishes have a canonical responsibility to notify the Bishop whenever they are out of their parish, other than on approved diocesan business.

Prior approval is required from the Bishop for leave. Sick leave when over one week. Bereavement Leave as soon as possible. All other leave requires a request 2-months prior to the start of the leave and the signature of the Wardens.

In the case of Vacation, Education, Sabbatical, or Parental Leave, it is the responsibility of the clergy to arrange for pastoral and liturgical care of their parish in their absence. These arrangements must be approved by the Bishop.

Revised – 17 February 2020