**STUDY LEAVE APPLICATION**

## to the Head of Learning & Ministry Development

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **Name:** |  | | |
| **2** | **Post:** |  | | |
| **3** | **Length of time in post:** |  | | |
| **4** | **Archdeacon or Line Manager:** |  | | |
| 5 | **Details of any other study leave you have had.** Include date, purpose and main activity. | | | |
| **6** | **Purpose of Proposed Study Leave.** State briefly what you will do in the time – 2 sentences | | | |
| **7** | **Part of Formal Programme of Study?** | Yes [ ]  Continue at 8 | | No [ ]  Continue at 9 |
| 8 | **Programme of Study. Include institution, programme name, level of study and start and planned completion dates.** | | | |
| 9 | **When would you like to take study leave and any flexibility in timing (alternatives can be given):** | | | |
| **10** | **Study Leave Proposal**. What do you hope to achieve during the study leave, what activities will you need to be doing and if costs are associated | | | |
| 11 | **How will this contribute to the development of your ministry and own renewal?** | | | |
| 12 | **How will this contribute to the wider ministry of the church and diocese?** | | | |
| 13 | **How will you cover your work, and have you discussed and agreed this with the Archdeacon, line manager and colleagues as appropriate?** | | | |
|  |  | | | |
| **FOR OFFICE USE** | | | | |
| **Date Form Received:** | | | **B&A Review Date:** | |
| **Feedback Given:** | | | **B&A Outcome:** | |
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