



EPISCOPAL CHURCH IN CONNECTICUT
PARTICIPATING IN GOD'S MISSION

THE EPISCOPAL CHURCH IN CONNECTICUT
Professional Development Leave
Vestry (or other employer) Certificate

1. Applicant _____
2. Parish _____
3. The Vestry has read and understands the information provided in the pamphlet "Professional Development Leaves."
4. The Vestry has reviewed and approved the program for a Professional Development Leave (PDL) proposed by the applicant.
5. The Vestry has reviewed and approved the arrangements made for "covering" the applicant's responsibilities during the PDL.
6. During the PDL, the parish will continue to provide the applicant's (check where applicable):

_____	Salary	_____	Housing Allowance
_____	Travel Allowance	_____	Medical Insurance
_____	Social Security	_____	Pension Contribution

7. The Vestry has approved the following budget for supply priest/s (substitutes/s):

Salary: \$ _____	Travel Allowance: \$ _____
Housing: \$ _____	Other: \$ _____

8. *Clerk's Certificate:*

Dates of proposed leave: _____

I do certify that the initial proposal for a Professional Development Leave was made on _____
_____ **(must be at least one year prior to the Leave).**
(Date)

I also certify that the balance of the above information (items 3 through 7) has been appropriately completed and/or approved on _____, and is included in the Vestry minutes.
(Date)

Signed: _____

Date: _____



**THE EPISCOPAL CHURCH IN CONNECTICUT
Professional Development Leave
Proposal**

1. Applicant_____
2. Parish_____
3. Dates of Proposed Leave_____

Please write a proposal for your Professional Development Leave including your goal(s) for each of the three components of your leave. Use the reverse side or attach an additional page if needed.

Academic:

Spiritual:

Personal:

Return both forms to: Amber Page Gehr
Diocesan Transition Minister
The Episcopal Church in Connecticut
290 Pratt Street, Box 52
Meriden, CT 06450