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