

## Leave Notification Form for Parish Clergy

Name: \_\_\_\_\_

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

Type of Leave	No. of working days	Date(s) covered by Leave
Annual Leave		
Study Leave <small>(Approved by the Bishop)</small>		
*Special Leave		
*Leave without Pay		
*Other		

\*Reason: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<p>Noted</p>     <p>Signed: _____ Priest's Warden or Parish Priest</p>  <p>Date: _____</p>	Annual Leave		
	Date	Days Taken	Balance Remaining
	Balance Brought Forward		

Original remains with the Parish Priest / Rector's Warden.

One copy forwarded to the Parish Treasurer

One copy forwarded to the Payroll Officer, Bishops Registry, [accounts@bathurstanglican.org.au](mailto:accounts@bathurstanglican.org.au)