



# DIOCESE OF RUPERT'S LAND

## 20\_\_ ACCUMULATED STUDY LEAVE

Entitlement: 3 weeks (21 days) annually

NAME: \_\_\_\_\_

PARISH: \_\_\_\_\_ City/Town: \_\_\_\_\_

DAYS ACCUMULATED IN PREVIOUS YEARS \_\_\_\_\_

Maximum of two weeks (14 days) per year

DAYS USED IN 20\_\_

Inservice Days \_\_\_\_\_

Workshops \_\_\_\_\_

Other \_\_\_\_\_

TOTAL \_\_\_\_\_

DAYS BANKED IN 20\_\_ \_\_\_\_\_

(maximum 14 days)

TOTAL DAYS BANKED \_\_\_\_\_

(maximum 14 weeks)

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Date

## **Diocesan Synod Resolution Regarding Study Leave for Clergy and Other Full Time Staff**

\*That this Synod (1992) adopt the Statement of Policy, \*governing study leave for clergy and other full time staff.\*  
CARRIED

### **\*STATEMENT OF POLICY**

Each salary source provide up to three weeks annually for continuing education and that study leave could be accumulated up to two weeks per year to a ceiling of 14 weeks. A record of study leave used be kept (including in-service days, live-in and other workshops), and reported annually with the year-end report to the Diocesan office. The accumulated study leave would not be portable to subsequent appointments unless it was specifically negotiated at the time of the new appointment. Accumulated study leave would not be added to the compensation at the termination of employment unless in the pastoral discretion of the Diocese, it would be seen as conducive in finding employment in another field of endeavour. During the study leave, full salary and interim replacement would be paid by the salary source. In special circumstances, the salary source could request assistance in addressing these additional costs.

The principle guiding the benefit of study leave is that sustaining the vocational, spiritual and emotional vitality, competence and growth of clergy and staff would be of equal benefit to the church and its personnel. Any interpretation of this policy should be guided by this principle.

### **Background**

The Diocese of Rupert's Land recognizes the need for continuing education for clergy and staff. The Financial resources for this are provided from a number of sources - the monthly contribution of an individual's salary source (total of \$450 per annum) is sent to The Continuing Education Plan. Reimbursement to the application will be paid to the extent of 75% from the fund, in respect of the applicant's account and 5% from the general assets of the fund. The applicant shall pay the remaining 20% of the cost. There are sabbatical and special grants for longer-terms courses of study available.

Although the General Synod Canon governing continuing education stipulates that time is to be made available by the salary source for continuing education, it does not specify the length of time allowable no how the parish or salary source is to provide for replacements during study leaves.

Visit: <http://www.anglicanpension.ca/wp-content/uploads/Canon-XII-Regs-2015.pdf> for more information.

### **Please Note**

**Limitations on the use of the Continuing Education Plan for computer hardware and software will come into effect on January 1, 2004. From that date, computer purchases under the plan will be restricted to \$1,000 every three years.**