Study Leave

**1. Purpose**

Study leave enables progression of a formal programme of study, formal research, or development of knowledge or expertise.

**2. Length**

Study leave is usually granted for 4-8 weeks, but up to 12 weeks can be granted for PhD level work.

**3. Funding**

The diocese does not offer funding for study leave.

**4. Procedure**

Application forms are available below, and a preliminary conversation, with the Head of Learning and Ministry Development is recommended before completing an application.

Applications will be considered by the meeting of Bishops and Archdeacons (B&As) upon recommendation from the Head of Learning and Ministry Development.

Please remember when making plans to:

* think them through carefully with family and friends;
* discuss them with ministerial colleagues (e.g. Churchwardens, lay leaders, clergy colleagues);

**5. Cover**  
Those taking study leave will need to consult with their Area Dean, to ensure that the deanery is aware of the leave. It is the responsibility of the person asking for the leave to ensure that proper cover is in place for pastoral duties and services during the time of sabbatical. It is expected that PCCs will assist in arranging cover and take responsibility for any costs involved. It is good practice to ensure that any other ministry team members are fully aware of plans well ahead of time and that where a first-post curate/reader is involved, that arrangements have been made for ‘supervision’ for the period of the leave.

Rob Hay

Head of Learning and Ministry Development

January 2023