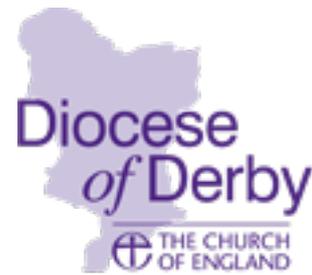


Study Leave - Guidelines for Clergy



We are pleased to encourage licensed clergy who are enrolled on a substantial course of study, writing up a thesis or dissertation, completing a book, to request a study leave to complete the work. Please note it is recommended that study leaves are planned **at least 18 months in advance**.

- The Diocese of Derby funds up to two (2) study leaves in each calendar year.
- Because clergy require the bishop's permission to be absent from their post, the process set out below must be followed regardless of whether funding is applied for.

The purpose of Study Leave:

Study Leave is for times when a prolonged period of study is needed for a further degree or for a writing project/ book/publication or for a research project.

It is not the same as the time dedicated to personal or formal study that is part of the ongoing formation of all clergy and especially those who are studying for further degrees with the approval of the Ordained Ministries Development Officer. In these cases, it will be expected that in order to complete the degree for which the diocese is expending funds, the priest concerned will take appropriate time to study routinely (e.g., a half day or a day a week and a few days together each year).

Study Leave remains a time apart from the rigours and demands of daily working life, and proper assurance will be sought, as with Sabbaticals, that adequate cover would be arranged before grants could be disbursed.

Eligibility:

Clergy of incumbent status are eligible to apply if:

- They have been in orders for at least 10 years
- It is at least 10 years since any previous Sabbatical or period of Study Leave
- They have been in their current post for at least 3 years
- They are at least 3 years from retirement

How long can it last?

The normal period for a study leave is three months (with a minimum of six weeks and a maximum of 12 weeks). These periods should be seen as over and above annual holiday.

Study Leave is more flexible than a sabbatical in length and structuring of time. It is available in two-week blocks from a minimum of two weeks up to a maximum of twelve weeks and over as many as three years.

Process:

It is recommended that study leaves are planned **in advance**. This is to secure an allocation in the budget and to enable sufficient time for planning, preparation, and additional fundraising (if required). Applications for study leave are usually dealt with at the first meeting of the Bishop's Leadership Staff Team after 30th April in the preceding year of the proposed study leave. Proper planning before submission is key.

1. **The first step** is for you to arrange a meeting with the Ordained Ministries Development Officer by emailing or ringing Marietta Forman at either Marietta.forman@derby.anglican.org or 01332 388673 to discuss ideas and possibilities. *You might also consider talking through ideas about the study leave with your tutor/editor.*
2. **Bring a draft of the application to that meeting (Form B).** A final version will eventually be submitted to the bishop for authorisation.

Your draft should:

- Set out a directed level of study with clearly defined outcomes
- Indicate a timetable
- Confirm support of your Area Dean
- Confirm support from the Churchwarden(s) or any appropriate other(s)
- Include what the arrangements for cover will be in your absence
 - This will involve consultation with the Area Dean and work colleagues. It is very important that throughout the period of the study leave you have no significant contact with your church and to arrange for all work-related phone calls to be redirected elsewhere. It is not appropriate to expect other family members living in the vicarage to deal with all enquiries during your absence.
- Where funding is applied for, a budget indicating the costs of its various elements, including whether you will need to look to other sources of funding (Please use **Form B1** to apply for your study leave grant).

Funding:

- A study leave grant of up to £900 is available, which can be divided over two or three years.
- In addition, any unused CMD allocation for the year in which you are taking the study leave can be used for specific retreats or courses (but not for travel expenses).
- Please use **Form B1** to apply for your study leave grant. Please support your application with receipts and invoices. We are only able to reimburse your expenses and do not pay third parties directly.
- These funds can be applied for before or after your study leave, but they must be claimed no later than 30th November of the year in which you take your study leave.
- Stipendiary clergy continue to receive their stipend during the time of the study leave.

Please note you **must keep the Ordained Ministries Development Officer informed should there be any change** in your circumstances that would impact on your proposed period/s of study leave so that where appropriate adjustments can be made.

Post Study Leave

At the conclusion of your period of study leave, please plan to meet with the **Ordained Ministries Development Officer** to give a quick update on progress made.