

## STUDY LEAVE REQUEST FORM/APPLICATION

As per Section 6.2.10 of the Common Personnel Policies, after five years of continuous exempt service or after five years of continuous exempt service since the previous study leave, an exempt employee in compensation grades 6 and 7 is eligible to submit a plan for a study leave with one month of full salary. No additional funds are available. The employee is expected to continue in the ministry they are serving for one year following the study leave. A study leave should be used as a time of study, reflection and renewal. It is not intended to be an extension of vacation. The activities planned during this time should relate to the mission of the church-at-large, or enhancement of performance or job/leadership skills.

**Staff eligible for study, as per the Common Personnel Policies, should apply for such leave six months in advance of the planned study leave date.** To apply for a study leave, complete the form below and return it along with your study leave plan to the ministry executive for review and approval. If you are approved for study leave, the ministry executive will notify you and provide you and your supervisor (when applicable) with a copy of the approved Study Leave Request Form. The ministry executive will forward the original approved Study Leave Request Form and the employee's Study Leave Plan to Human Resources.

Study Leave Request Form to be completed by Employee		
Print Name:	Date:	Ministry/Ministry Team:
Have you completed five continuous years of service or five continuous years since your last study leave?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your study leave Plan meet the criterion as defined in the Common Personnel Policies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you requesting one consecutive month of study leave? If no, please describe:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
List the dates that you are requesting for study leave.	Depart for study	Return from study
Have you provided relevant information about your work to your supervisor to aid in coverage of work during your study leave? If not, indicate date supervisor can expect it. Date: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you attached your study leave Plan to be approved by the ministry executive? If no, please explain.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I agree to follow all policies and procedures related to study leave as per the Covenanted Ministries of the United Church of Christ Employee Handbook (Common Personnel Policies). I understand that I will be subject to corrective action up to and including termination of employment for violations to this policy.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**Study Leave Application/Request Form to be completed  
by Ministry Executive in consultation with  
Supervisor/Team Leader**

Study Leave Checklist		
Study leave eligibility has been confirmed by Human Resources Office?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employee's study leave <b>Plan</b> is attached, reviewed, and approved by the ministry executive. If no, please explain.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employee has signed the application to abide by all study leave policies and procedures as stated in <i>Section 6.2.9 of the Common Personnel Policies</i> .	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Plan for coverage of work while employee is on study leave is discussed and implemented by team leader and ministry executive.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dates for study as requested by employee are approved by ministry executive? If no, indicate the reason below. Ministry executive may suggest alternative dates.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does employee requesting study leave have vacation to be used within the year?  If yes, list the approved vacation dates below: _____ to _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is staff presence required at particular events or meetings during the study period?  If yes, please explain:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

