



Minister to complete

Long term sick leave is administered in accordance with the Ministry Agent Leave [policy](#) and [procedure](#), and the Ministry Agent Long Term Sick Leave procedure.

Has all short term sick leave been exhausted? Yes No

Name

Congregation/organisation name

Presbytery

Date placement commenced

First date of leave

Last date of leave

Date of return to ministry

Total expected leave (months) 1 month 2 months 3 months
4 months 5 months 6 months or more

Will manse be available for a supply minister? Yes No

If yes, what is the address of the manse?

Postcode

What information do you want to provide in support of your application?

Minister's signature

Date

Presbytery to complete

Leave request supported by Presbytery Yes No

Will a Supply Minister be arranged to cover this position? Yes No

Presbytery Minister's signature

Presbytery Minister full name

Contact number

Date

Office use only	Received date	General Secretary Decision	Decision date	Date of notification
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