

THE ANGLICAN CHURCH OF CANADA

THE CONTINUING EDUCATION PLAN APPLICATION FOR SABBATICAL GRANT

A grant of up to \$3,000.00 may be provided to an employee for 8 weeks of continuous leave for study purposes after 5 years of employment. (For a D. Min. Program, the 8 weeks need not be consecutive). Before such a grant is awarded, you must use all of your accumulation in the Continuing Education Plan up to the date of your proposed sabbatical. Please complete this form together with the attached application for your accumulation.

PART 1 – TO THE ADMINISTRATOR – THE CONTINUING EDUCATION PLAN.

Employee's Name _____

Course of Study _____

Location _____

Commencing _____ and ending _____

1. Nature of Sabbatical

2. Process for Accountability/supervision

3. Form of Evaluation

4. Relationship of the Sabbatical to Future Employment in the Church

5. BUDGET

INCOME:

Personal

(*) **C.E.P. Accumulation**

Diocese

C.E.P. Sabbatical Grant

Other

TOTAL

0.00

EXPENDITURE:

Travel

Accommodation

Food

Tuition, fees

Books, supplies

Medical Insurance

Other

TOTAL

0.00

(*) Information is available from the Diocesan Office or the Pension Office on their toll-free No. 1-800-265-1070.

Employee's Signature

Date (dd-mmm-yyyy)

PART II - TO THE ADMINISTRATOR - THE CONTINUING EDUCATION PLAN

I recommend and fully support _____
in the above course of study and request that consideration be given for a sabbatical grant.

Bishop/Director

Date (dd-mmm-yyyy)

On completion return to:

**The Administrator
The Continuing Education Plan
625 Church Street, Suite 401
Toronto, Ontario, M4Y 2G1**

Administrator Approval

Director of Pensions

Date (dd-mmm-yyyy)