**Short Study Leave – Final Proposal**

Please complete this form (it will expand) and send to the Bishops’ Ministry Officer, Jeanette.gosney@cofesuffolk.org or 4 Park Rd, Ipswich, IP1 3ST about six months before your Study Leave is due to start. It will then be forwarded to the Bishop seeking his final agreement for how you plan to spend your time. Please include an **approximate timetable** showing how you intend to include the **three elements** of the Study Leave. You will usually have a response to your proposal within a month.

Name

Email

Tel

Post/parish

Proposed dates for your Short Study Leave (4 weeks)

Outline timetable. Please indicate, with approximate dates for e.g. retreat, courses, how you hope to gain

1. Rest and restoration
2. Spiritual refreshment
3. Project: Please give an outline description of your project and how you hope this will assist with your personal and professional development. You might like to include e.g. any thoughts on possible reading, places you will visit/people you will meet as part of the project. You should include the name of your supervisor if possible.

Signature (typed name acceptable if sent by email)

Date