



**Episcopal Diocese of Michigan  
LETTER OF AGREEMENT: LEAVE-TAKING ADDENDUM**

Between

Congregation: \_\_\_\_\_

Employee: \_\_\_\_\_

**ADDENDUM TO SECTION A: TIMES OF WORK AND LEAVE – LAST SUNDAY**

1. The Priest's last Sunday will be \_\_\_\_\_.
2. Accumulated vacation leave is paid out, and the last day of employment for payroll and benefits purposes is \_\_\_\_\_.
3. Clergy and congregations are encouraged to review the document *Guidelines for Clergy Leave-Taking*, found at [www.edomi.org/transitions](http://www.edomi.org/transitions)
4. The plan for celebrating the end of this ministry relationship include:

\_\_\_\_\_

5. Benefits that will need to be cancelled: Medical\_\_\_\_\_ Dental\_\_\_\_\_ Life Insurance\_\_\_\_\_

6. Retiring? Yes \_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Warden

\_\_\_\_\_  
Date

\_\_\_\_\_  
Priest

Approved: \_\_\_\_\_

**Canon for Congregational Development and Transitions**

\_\_\_\_\_  
**Bishop of Michigan**