



Episcopal Diocese of Michigan Letter Of Agreement: Leave-Taking Addendum

_____ between
_____ Church in _____ and The Rev. _____

Addendum To Section A: Times Of Work And Leave- Last Sunday

1. The priest's last Sunday will be _____
2. The plan for celebrating the end of this ministry relationship include:

3. Clergy and congregations are encouraged to review the document *Guidelines for Clergy Leave-Taking*, found at www.edomi.org/transitions

Addendum To Section B: Compensation And Benefits

Payroll periods end on the 15th and the final day of the month. Ending employment on these dates for payroll purposes, when possible, avoids the need to pro-rate a final check. Vacation is typically taken as a "terminal vacation" – in other words, regular paychecks & benefits continue for one or two pay periods beyond the priest's last Sunday as the way vacation is paid out.

1. The last date the priest will be on payroll is _____. The final paycheck amount will be _____.
2. The following benefits need to be cancelled, on these date(s):
Medical: _____ Dental: _____ Group Life _____
3. Is the priest retiring? Yes _____ No _____
4. Has the congregation's Administrator updated the employment change in CPG? Yes _____ No _____

Other Considerations: *Use the section to describe any other details, such as last date of residence in a rectory*

Senior Warden or Rector (*if departing clergy is an associate*)

Date

Priest

Date

Approved:

Canon for Transitions and Formation

Date

Bishop of Michigan

Date