



TRANSITIONAL LEAVE QUARTERLY REPORT

Due March 15th, June 15th, September 15th or December 15th of each quarter that a clergy member is on Transitional LOA

¶ 353. Voluntary Leave of Absence (2016 Book of Discipline)

1. *Provisional, associate, or members in full connection of the annual conference who for sufficient reason choose to temporarily take leave from their ministerial appointment may request in writing with a copy to the bishop and their district superintendent a voluntary leave through the Board of Ordained Ministry. This leave is granted or renewed by vote of the clergy members in full connection upon recommendation by the Board of Ordained Ministry.*
2. *A voluntary leave of absence may be taken for a variety of reasons:*
 - c) *Transitional Leave —A leave granted for up to twelve months with approval of the bishop and the Board of Ordained Ministry executive committee to provisional and associate members and full clergy members in good standing who are temporarily between appointments. A transitional leave of absence may be granted for the following reasons:*
 - (1) *A provisional or full member deacon needs to seek and secure an appointable primary position—compensated or non-salaried.*
 - (2) *A provisional or full member elder, or an associate member needs to transition from an extension ministry to another appointment, or from a local church appointment to an extension ministry appointment. During transitional leave, the clergy person shall provide quarterly substantiation of his or her effort to obtain such an appointable position to the bishop and to the Board of Ordained Ministry executive committee*

<i>FULL NAME (First Middle Last, Suffix)</i>			<i>Today's Date</i>
<i>Conference Membership</i>	<i>Telephone Number</i>	<i>Conference Email</i>	
<i>Mailing Address</i>			<i>Location of your Charge Conference</i>
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Date TLOA Began</i>

Do you desire to request an end or extend your Transitional Leave? _____

Use the space below to indicate where you have found an appointable position if you seek to end your TLOA, or use the space to substantiate your effort to find and appointable position if you seek to extend your TLOA. Transitional LOA can be granted for up to twelve months. If for some reason you were unable to find an appointable position within the twelve month time limit you would then need to request a Personal Leave of absence. This report does not constitute an official request to be appointed to a position by the Bishop. Such a request needs to be done in writing directly to the Bishop's office.

Signature