

# Short Term Disability - Parish Benefit Program



## Reimbursement Form

When a cleric is on short-term disability leave the parish is eligible for reimbursement for supply clergy costs to a maximum of \$580 per week (approximately 5.5 units). Please note that travel and other expenses are not eligible for reimbursement.

This benefit will only be granted if the following conditions are met:

- The cleric’s Short-Term Disability leave has been approved by the Diocese of Toronto.
- The parish has incurred extra expenses directly related to this leave.
- The expenses being claimed are only for supply clergy costs.

In order to receive reimbursement from the Diocese please complete the following information and send to the Diocesan Human Resources Office at 135 Adelaide St. E., Toronto, ON M5C 1L8; fax: 416-363-3683; email: rdentinger@toronto.anglican.ca.

Name of Parish: \_\_\_\_\_

Name of on leave Clergy: \_\_\_\_\_

Leave Start Date: \_\_\_\_\_

Name of Supply Clergy: \_\_\_\_\_

| Dates (per week) | Hours/Units | Cost |
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| <b>Total:</b>    |             |      |

Diocesan Approval: \_\_\_\_\_ Date: \_\_\_\_\_