

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. 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: 416-363-7678; email: lchow@toronto.anglican.ca.

Name of Parish: _____

Name of Clergy on leave: _____

Leave Start Date: _____

Is the cleric currently on short term disability (first 119 days of leave)? _____

If they are on long term disability, then the parish is not eligible for reimbursement.

Name of Supply Clergy: _____

Dates (per week)	Hours/Units	Cost
Total:		

Diocesan Approval: _____ Date: _____

Date STD ends (if LTD then parish is not eligible)? _____