PTO Request process Flow Chart

Request for PTO raised by member of clergy or reader/liturgical Assistant upon their normal retirement age or move to the Diocese to Bishops Office

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Details sent to Bishops Chaplain and Bishops Secretary to prepare request for Bishop approval

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Bishop Approves PTO Request (if not approved individual advised by Bishops Secretary on his behalf)

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PTO paperwork to be drawn up by Bishops Office

Paperwork and letter issued by Bishops Office (Registrar advised)

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Safeguarding checks made (DBS by Bishops Secretary and confidential declaration form by Bishops Chaplain)

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Diary review date

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If renewed new letter sent by Bishops Office & Registrar advised