

2.3.6 PARENTAL LEAVE

Maternity Leave

1. Eligibility for Leave

- (a) Maternity leave allows clergy to take time away from ministry for the birth or adoption of a child.
- (b) Leave will be available to clergy serving full-time or part-time and holding the Bishop's licence, provided that such service has been continuous for not less than 12 months in this diocese immediately prior to the expected date of confinement or adoption.
- (c) The timing of such leave shall be arranged mutually with the Area Dean, but normally shall commence one calendar month for a birth, and one week before an adoption, prior to the expected date of confinement or adoption.
- (d) Such arrangements are to be finalised at least 1 month before the expected date of confinement or adoption and be approved by the Bishop.

2. Payment During Leave

- (a) The first 12 weeks of leave shall be paid leave. This comprises:
 - (i) Stipend made by special provision through the Diocesan Accounting System;
 - (ii) Housing with power and telephone, or alternatively a housing allowance, plus superannuation, is paid by the parish or other paying authority.None of these provisions is obligatory if the applicant is aware she is pregnant before taking up a new position. Any provision would be by voluntary negotiation, both with the diocese and with the paying authority.
- (b) If the applicant is in part time employment then the stipend and allowance should be paid, for the first 12 weeks, at the rate at which it is paid when applying for leave.
- (c) The remaining leave should be unpaid except that any outstanding leave, currently available, may be taken as paid leave during the 52 weeks and for any such paid leave the parish or applicant's diocesan organisation shall be responsible for contributions as stated in Clause 2(a).

3. Other Provisions

- (a) Paid leave shall count as continuing service for Long Service Leave and superannuation benefits.
- (b) The position occupied prior to leave being granted will be held for 52 weeks and the clergy member must, at least 4 weeks before the expiration of the 52 week period, state her intention of returning to that position, or must negotiate a return to work agreement or be deemed to have resigned from that position. In the case of an agreement to return to work, the relevant authorities may engage her replacement only on a clearly understood temporary basis until the 52 weeks expires.
- (c) If a house is provided, the clergy member on unpaid maternity leave will be responsible for rent, at a mutually agreed rate. If a housing allowance has been paid, this will not be paid during the period of unpaid leave. If the clergy member's spouse is an ordained person and has a parish or diocesan position, any rent applicable may be taken up for the period by the spouse's paying authority.

- (d) If leave is to be continued beyond the 12 weeks period, and there is no arrangement with the relevant authorities to return to work, the clergy member shall, within the remainder of the 52 weeks leave, and with a minimum notice of 4 weeks, notify the Bishop of her readiness to return to normal duties.
- (e) In the period of unpaid maternity leave, the Bishop may consider granting a Permission to Officiate, to replace the Bishop's Licence.

Before the end of leave, the Diocese has the responsibility to initiate attempts to find an appropriate appointment, either reinstatement to the position held prior to the commence of leave or comparable position.

Paternity Leave

1 Eligibility for Leave

- (a) Paternity Leave allows clergy to take time away from ministry to help care for a child born or adopted .
- (b) Leave will be available to clergy serving full-time or part-time and holding the Bishop's licence, provided that such service has been continuous for not less than 12 months in this diocese immediately before the expected date of birth or adoption.
- (c) There are two forms of leave; short paternity leave or extended paternity leave.
Short paternity leave is available for up to six working days at the time of confinement.
Extended paternity leave is available for a further unbroken 51 weeks, up to the child's first birthday. Any period of maternity leave taken by his wife reduces the entitlement to extended paternity leave. Except that 5 days short paternity leave taken at the time of confinement is allowed if his wife is also on maternity leave during that time.
- (d) Such arrangements are to be finished one month before the expected date of confinement or adoption and be approved by the Bishop.

2 Payment During Leave

Extended paternity leave should be paid for up to 6 working days except that any outstanding leave, currently available, may be taken as paid leave during the 52 weeks and for any such paid leave the Parish or applicant's diocesan organisation shall be responsible for contributions.

3. Other provisions:

- (a) Paid leave shall count as continuing service for Long Service Leave and superannuation benefits.
- (b) You must give at least four weeks written notice to the relevant authorities of your intention to return to work.
- (c) If a house is provided, the cleric on paternity leave will be responsible for rent, at a mutually agreed rate. If a housing allowance has been paid, this will not be paid during the period of unpaid leave. If the cleric's spouse is an ordained person and has a parish or Diocesan position, any rent applicable may be taken up for the period by the spouse's paying authority.