

DIOCESAN OFFICE USE ONLY	
*	BISHOP'S SECRETARY
*	FINANCE
*	ANNUAL LEAVE LOADING
*	LONG SERVICE LEAVE
*	OTHER
DATE RECEIVED AT DIOCESAN OFFICE --DATE STAMP--	

Parish Clergy Leave Form

Clergy are Commissioned by the Bishop for ministries in the Diocese. It is therefore appropriate that all Clergy notify the Bishop before absenting themselves from a ministry to which they have been Commissioned.

Chaplains, please make arrangements through your agency and send a copy of that paperwork to the Bishop's Secretary (Refer to Page 2 for details.)

Your Personal Information

To: A copy each of this completed and signed form is to be sent to your Parish Secretary and to the Bishop's Secretary

From: _____ Please Print Name Clearly

Parish: _____

I seek leave from: _____ until _____
Date Date

NUMBER OF DAYS OF EACH TYPE OF LEAVE

- | | | |
|--|---|---|
| <input type="checkbox"/> Annual Leave _____ | <input type="checkbox"/> Sick / Recuperation _____ | <input type="checkbox"/> Conference / Retreat _____ |
| <input type="checkbox"/> Long Service Leave* _____ | <input type="checkbox"/> Stress / Compassionate _____ | <input type="checkbox"/> Study Leave _____ |
| <input type="checkbox"/> Personal / Carer _____ | <input type="checkbox"/> Maternity / Paternity _____ | <input type="checkbox"/> Other _____ |

Every Clergy person is entitled to two days of leave each week, which may not include a Sunday. These are in addition to annual leave. For the period of this annual leave my two days each week of leave will be:

Monday Tuesday Wednesday Thursday Friday Saturday (please circle two)

Your days of annual leave will be calculated around these days.

PARISH CONTACT WHILE ON LEAVE

Name: _____ **Phone:** _____ **Email:** _____

PERSONAL CONTACT IN CASE OF EMERGENCY WHILST ON LEAVE:

Name: _____ **Phone:** _____ **Email:** _____

Signature of Priest

Parish Clergy: Counter Signed by Parish Churchwarden

Notice Regarding Annual and Other Leave Provisions

UPDATED WEEKLY REST PERIOD ENTITLEMENT (2018)

The Clerical Ministry Ordinance 2009 (sections 173-176) now make provision for clergy engaged in full time ministry to take **two uninterrupted rest periods of 24 hours in any period of seven days**. For those engaged in parish ministry these days do not include Sunday, Ash Wednesday, Good Friday or Christmas Day unless approval has been given by the Bishop.

PUBLIC HOLIDAYS: It is expected that clergy will take public holidays as rest days, unless these fall on a day when they are expected to undertake ministerial duties. Where this is the case an additional rest day may be taken within seven days of the public holiday.

PASTORAL AVAILABILITY: By virtue of their calling clergy accept responsibility to be available for significant pastoral emergencies whenever they occur. Where this occurs on a day off clergy are urged to take a replacement day as soon as practically possible.

ANNUAL LEAVE

Section 177 of The Clerical Ministry Ordinance 2009 has been updated to reflect these changes as they apply to annual leave. In summary:

- Clergypersons are entitled to annual leave of **20 ministry days including 4 Sundays in any one calendar year**.
*For example ... 14 continuous days off would comprise – 10 annual leave days + 4 regular rest days, or
21 continuous days off would comprise – 15 annual leave days + 6 regular rest days*
- Annual leave days accrue on the basis of seven days for each 13 weeks of ministry, and may be taken when those weeks of service have been completed.
- No more than six weeks of annual leave may be accumulated by an officeholder.

LONG SERVICE LEAVE

An application for Long Service Leave should also be sent to the Bishop using the specific form. The Long Service Leave Board requires three months notice.

CONTINUING MINISTRY EDUCATION

Clergy are entitled to seven days (not including a Sunday) for continuing ministry education leave in each calendar year. This is separate to training events or retreats determined by the Bishop to be compulsory events.

APPLYING FOR LEAVE

When planning to take your annual leave the following should be taken into consideration:

- **TIMING OF LEAVE:** Annual leave should be negotiated with the parish or deploying body.
- **NOTIFICATION OF LEAVE:** Notification should be sent to the Diocesan Office **7 days prior to the leave being taken**. All leave of more than three days (not including the Diocesan Retreat or Diocesan Leaders' Conference) should be notified on this form.
- **ANNUAL LEAVE LOCUM ARRANGEMENTS:** The member of the clergy should negotiate cover with retired clergy and colleagues. The deploying agency is responsible for the costs of the locum
- **ACCUMULATING LEAVE:** No more than six weeks of Annual Leave may be accumulated. As at 31st January each year, all leave in excess of six weeks will be deemed to have been taken unless there is agreement in writing from the Bishop.
- **LEAVE LOADING:** Leave loading is paid to clergy in parish ministry at the time of taking their leave and upon notification to the Diocesan Office of this leave.
- **CHAPLAINCY AND LEAVE NOTIFICATION:** Chaplains are to make leave arrangements through their own Agency and Payroll Department in the usual manner of that Agency. Copies of this paperwork is to be sent to the to the Bishop's Secretary for the Bishop's records.

OTHER LEAVE PROVISIONS

Provisions for other leave can be found in the Clerical Ministry Ordinance

- LEAVE OF ABSENCE – sections 178-180
- LONG SERVICE LEAVE – sections 181-184
- MATERNITY, PATERNITY, CARERS AND ADOPTION LEAVE – section 185
- SICK LEAVE – sections 186-189