

ABOUT YOUR LEAVE OPTIONS

A guide for Parish Clergy

Clergy well-being is vitally important for the Diocese to succeed in its vision, purpose and values. Though this is quite a formal document, it is hoped it will provide clear communication about strategies in place to support clergy well-being, as they deliver the Mission of the world-wide Anglican Church.

How to apply for leave

All leave requests can be submitted directly to the payroll system online or via the app *swag*

What types of leave are available to stipendiary clergy?

All leave, whether paid or unpaid, is at the discretion of the Bishop. Below is a summary of leave options:

Designated day off

Full time clergy are entitled to one day per week, our 'Sabbath'. This day should be agreed upon by the clergy, Churchwardens and parishioners and advised to the Registry through the 'Designated Day off' online form.

This regular day cannot be accumulated. If you are unable to take your regular day, choose another appropriate time during that week – or the next – and ensure that this is communicated to your Churchwardens.

5th Day Off in the month

An additional one day per month has been granted for full-time clergy, known as the 5th day off in the month. Part-time clergy of 0.5 or more are entitled to an extra day every second month. The taking of this day is to be communicated to your Churchwardens.

Annual leave

What is my entitlement to annual leave?

Stipendiary Clergy are entitled to a maximum of four weeks' paid annual leave, such leave is to contain no more than four Sundays in each calendar year. Annual leave is pro-rata for part-time clergy. Accrued annual leave balances can be viewed by logging into the payroll system or through the app *swag*.

When should I take annual leave?

Annual leave should not be accumulated. Clergy are encouraged to take leave, preferably in blocks of at least two weeks, to gain maximum benefit from the leave. Clergy are also strongly encouraged to take annual leave entitlements prior to moving from a parish.

A leave application must be submitted before leave is taken. Generally, a *minimum of six weeks' notice* is required so that Service Relief can be arranged.

If Service Relief is required a Service Relief Request is to be completed and submitted to the Registry. Service Relief will be arranged through the Registry and the Parish will be advised of the arrangements. Service Relief is usually provided only for Sunday services.

Before departing on leave your Rural Dean and the Registry should be informed of your contact address and telephone (where possible) while you are away.

Sunday Relief Policy (from Clergy Manual)

The Ministry Fund shall cover the cost of the provision of Service Relief for four Sundays of annual leave per year and up to a maximum of two extra Sundays of leave, approved by the Bishop, to cover personal leave, or a Sunday associated with approved Study Leave, or other leave approved at the discretion of the Bishop. The costs of Sunday Service Relief, beyond a maximum of six Sundays in any one year, shall be met by a charge against the particular parish requiring the extra Service Relief. This policy came into effect from 1 January 2013.

What payments am I entitled to during annual leave?

Your pay remains 'status quo'.

What happens if I resign or retire?

Ideally, you will have taken accrued leave, however, any amount of annual leave owing will be paid in your final pay.

Personal leave

What is my entitlement to personal leave?

The provision of up to ten (10) days per annum for full-time clergy, pro-rata for part-time clergy, is available to cover absences in any of the follow circumstances:

- *Sick leave* – for clergy with an illness or injury, whether work or non-work related,
- *Carer's Leave* - to provide care or support to a member of family or household because of personal illness, injury or unexpected emergency affecting the member,
- *Compassionate leave* – where a family or household member has sustained a life-threatening illness or injury. Compassionate leave can be taken after the death of the clergy's family or household member.

How will personal leave be made available?

Each year from 1 January, eligible clergy will be provided with 10 days personal leave allocation (pro-rata for part time) through the centralised payroll function for use throughout that calendar year.

At 31 December each year, any unused personal leave balance for clergy will be removed. Clergy personal leave is not an accumulative entitlement. It is provided to enable clergy to manage the wellbeing needs of themselves and their family.

When a clergy member joins the Diocese after 1 January, a pro-rata amount of personal leave for use until 31 December of that year, will be agreed.

How is personal leave accessed?

Personal leave will be approved by the Bishop. Personal leave applications can be submitted through the payroll system and are expected to be completed as soon as practical.

Where an absence affects the exercise of ministry the Churchwardens and Rural Dean, Archdeacon and/or Vicar-General are to be informed so that appropriate support arrangements can be put in place; including service relief arrangements

Long Service Leave

Long Service Leave for clergy is governed by the Long Service Leave Canon administered by the General Synod Office. Clergy accrue long service leave throughout their ministry as they move appointments and dioceses. Clergy are eligible to take long service leave after 10 years of qualifying service.

Long service leave applications must be submitted to the General Synod Office 3 months prior to taking long service leave.

Clergy can contact the Registry Office to request their long service leave entitlement. Clergy should discuss their long service leave plans with the Bishop and their parish prior to submitting a leave application. Part of the discussion should include planning for locum coverage during the period of leave.

A long service leave application is submitted through the payroll system. Once received, the Registry Office will lodge your application with the General Synod Office and facilitate the long service leave processing.

Professional Development and Study Leave

Each year clergy may apply for up to ten days for *Professional Development*. Any days for professional development are to be approved in advance by the Bishop.

Members of the clergy may take *Study Leave* on occasions for such course of study as the Bishop and Churchwardens, with the approval of the Parish Council or managing body, agree may be beneficial to the ministry or personal development of a member of the clergy. Study leave may be taken to coincide with other types of leave.

Permission for Professional Development and Study Leave is to be applied for through the payroll system, with details of the professional development/study being provided. A record of all professional development and study leave granted will be kept by the Registry.

Leave without pay

Leave without pay is a privilege and will only be granted in special circumstances at the discretion of the Bishop. All leave without pay applications must be endorsed by the Parish and the Bishop will be the final approving authority.

Parental Leave

Parental leave allows clergy to take time away from their ministry for the birth or adoption of a child. The Parental Leave Policy outlines the types of leave available to clergy which includes accessing government funded paid parental leave, using clergy personal leave entitlement, paid parental leave funded by the parish or leave without pay. The policy also outlines transitional arrangements to support clergy in going on parental leave and returning from parental leave. A conversation with your parish and the Bishop should be had prior to taking parental leave. The policy is available to read on the diocesan website.