

about your  
**ANNUAL LEAVE**

A GUIDE FOR PARISH CLERGY IN THE DIOCESE OF SYDNEY

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## What is my entitlement to annual leave?

Each minister, senior assistant or assistant minister licensed to a parish is entitled to 4 weeks of annual leave each year.

You should consult with the churchwardens (if you are a minister) or with the minister and churchwardens (if you are a senior assistant or assistant minister) before taking leave. Suitable arrangements should be made for others to perform your duties while you are on leave.

You may take extra leave with the approval of the churchwardens (if you are a minister) or with the approval of the minister and churchwardens (if you are a senior assistant or assistant minister).

Further, your archdeacon may allow you to take annual leave before your entitlement has arisen.

## When should I take annual leave?

You need to take annual leave within 2 years of your entitlement arising (or during a longer period approved by the churchwardens or authorised by your archdeacon). If you delay taking annual leave beyond that date, your archdeacon, at the request of the churchwardens and by written notice to you, may direct that your leave be taken during the period specified by the archdeacon in the notice.

If you move to another parish or appointment, any accrued annual leave will be paid out to you and tax deducted. Your annual leave entitlement will start over at your new parish or new appointment.

## What payments am I entitled to during annual leave?

When you take annual leave, your parish will pay or provide you with your ordinary stipend, as well as your normal allowances and benefits for the period of the leave. You may, if you wish, ask for these to be paid

immediately before the commencement of your leave. Otherwise they will be paid at the usual time.

Your parish will deduct tax from these payments at the appropriate rate.

## What happens if I resign, retire or die?

If you have leave accrued when you resign, retire or die, you or your Estate will be paid an amount equal to your ordinary stipend, allowances and benefits immediately prior to your resignation, retirement or death for the period of the leave accrued.

## What if I need more information?

If you have any questions, please contact your bishop or archdeacon or SDS ClergyServices at [clergyservices@sydney.anglican.asn.au](mailto:clergyservices@sydney.anglican.asn.au) or on 9265 1555.

