

About your Annual Leave

A Guide for Parish Clergy
in the Diocese of Sydney

► January 2006



Brochure design:
www.sydneyanglicans.net



▶ **What is my entitlement to annual leave?**

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

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 minister or assistant minister).

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

Annual leave includes all holidays (such as public holidays) that occur during the period of the leave.

▶ **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.

You should consult with the churchwardens (if you are a minister) or with the minister and churchwardens (if you are a senior assistant minister or assistant minister) before taking leave. Suitable arrangements should be made

for others to perform your duties while you are on leave.

▶ **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 made at the usual time.

Your parish will deduct tax from these payments at the usual rates.

▶ **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.

▶ **Who can I contact for more information?**

If you have any questions, please contact your bishop or archdeacon or SDS ClergyServices on 9265 1555.