

ANGLICAN CHURCH OF AUSTRALIA
DIOCESE OF TASMANIA
CLERGY ABSENCE FROM THE PARISH
(For Long Service Leave use Form MF7)

Clergy Name: _____

Parish/Organisation: _____

I advise that I will be absent from the Parish/Organisation for the period:

First date of leave: / /

Last date of leave: / /

for the purpose of

[] Annual Leave (Calendar days - excluding Public Holidays)

[] Sick Leave (Calendar days)

[] Other Paid Leave (Calendar days)

(describe)

[] Unpaid Leave (Calendar days)

(describe)

Variable Travelling Allowance to be adjusted? [See Note 5(b) over-leaf].....

Signature of applicant Date

Warden's endorsement (for Incumbents/PIC)

Signature..... Date

Approval by Rector/Line Manager (for Assistants/Curates)

Signature..... Date

During my absence
Sunday services will be conducted by.....
Pastoral care will be provided by.....
For funerals contact
Parish Warden Name..... Telephone.....
For personal emergencies I can be contacted at
Address.....
Telephone

OFFICE USE ONLY
Received
Leave entitlement adjusted
Payroll - fortnight ending

Forward to The Diocesan Registrar, GPO Box 748, HOBART TAS 7001

CLERGY ABSENCES

GENERAL

1. Except for Long Service Leave, all absences are to be notified to the Diocesan Registrar using this form.
2. Long Service Leave must be applied for using form MF7.
3. Please include:
 - (a) the period of absence;
 - (b) the relief arrangements; and
 - (c) the name and contact number of at least one parish Warden and a contact address and/or telephone number, for use in any emergency.

SICK LEAVE

4. In cases of illness or injury, parish clergy must notify the Diocesan Registrar.
5. During absences for illness or injury:-
 - (a) If absence does not exceed 7 days clergy are entitled to receive their normal stipend and allowances; or,
 - (b) If absence is more than 7 days, unless otherwise agreed by the Parish Council, clergy are entitled to receive their normal stipend *excluding* the variable component of the travelling allowance. This may require a temporary adjustment to the elections made on Form MF2 (*Ministry Related Expenses and Superannuation contributions*).
6. For absences for illness or injury exceeding 7 days a claim under the Sickness and Accident Policy maintained by the Diocese may be made by the parish/ organisation. Illnesses or injuries sustained whilst carrying out normal duties may give rise to a Worker's Compensation claim. For either of these matters enquires should be directed to the Diocesan Registrar.
7. Stipend payments will continue as normal.
8. The parish will be invoiced monthly by the Ministry Fund in the normal way.

ANNUAL LEAVE

9. Full-time Stipendiary Clergy are entitled to four weeks annual leave (28 days) with stipend and leave loading as determined by the Diocesan Council or pro rata if a full year has not been served. (Ministry & Tribunal Ordinance, Schedule 3, No. 6).
10. Leave forms from Incumbents/Priests in Charge are to be endorsed by a Warden whose responsibility it is to ensure parish records of accrued leave are accurate.
11. Subject to arrangements made at the time of appointment, four weeks leave at the agreed stipend rate (with leave loading) will also be granted in respect of part time clergy and lay ministers.
12. When annual leave is being planned, it is the incumbent's responsibility to arrange for:
 - (a) relieving clergy to take Sunday Services; and
 - (b) the servicing of emergency calls (including funerals).
13. Parishes have every right to expect that during any period of absence of the incumbent that arrangements have been made for the usual services to be carried out. This may involve asking retired or non-parochial clergy to assist. There needs to be prior discussion with Churchwardens and/or Parish Council to ensure that the Parish is informed and is accepting of relief arrangements. Negotiations would need to be made concerning responsibility for any additional expenses involved.
14. Chaplains, assistant clergy and lay ministers must make arrangements for their annual leave through their Supervisor or Rector.
15. Leave Loading (currently 17.5%) will be paid:
 - (a) annually in the last pay period of each year; or
 - (b) as part of any termination payment which becomes due.
16. The parish will be invoiced monthly by the Ministry Fund in the normal way.

RELIEF ARRANGEMENTS

17. Payment for relief clergy should be arranged via the Ministry Fund Form MF8.