

ANGLICAN CHURCH OF AUSTRALIA
DIOCESE OF TASMANIA

LONG SERVICE LEAVE APPLICATION
FOR CLERGY AND OFFICE HOLDERS

NAME

PARISH/ORGANISATION

PERIOD OF LEAVE REQUESTED

(Note: Leave must be in multiples of whole weeks, ie seven days)

FROM TO NUMBER OF WEEKS

Is a period of ANNUAL LEAVE being taken in conjunction with this Long Service Leave? YES/NO

If YES: (1) Please complete an MF6 Form (Clergy Absence from Parish) and attach to this form.

(2) TOTAL PERIOD OF ABSENCE - FROM TO

For the duration of the Long Service Leave is the variable component of travel to be excluded from your stipend payment? (See Note 8(b)) YES/NO

Would you prefer the supplementary payment to be made to you fortnightly during the leave period or as a lump sum at the commencement of the leave period? (Please note that the tax treatment may be different depending on your choice.) (Please circle preference) FORTNIGHTLY/LUMP SUM

Do you wish your supplementary payment to be split between your FBT and stipend accounts in the usual ratio or paid entirely to your stipend account? (Please circle preference) SPLIT/ENTIRE TO STIPEND

During your absence, who will be LOCUM TENENS?

Have you notified your Parish Council of your intention to take Long Service Leave? YES/NO

Is the Parish Council agreeable to the Locum Tenens you have recommended? YES/NO

Have you the Bishop's permission for that Locum Tenens to minister in your Parish? YES/NO

In any personal emergency where can you be contacted?

Address.....
.....

Telephone Mobile

SIGNATURE DATE

PLEASE RETURN FORM TO:
THE DIOCESAN REGISTRAR, GPO BOX 748, HOBART TAS 7001

BISHOP/REGISTRAR

Approved Not Approved Signature Date

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LONG SERVICE LEAVE - NOTES

Set out below are the steps to be taken when applying for Long Service Leave.

1. To establish the level of entitlement contact the Anglican Long Service Leave Fund, General Synod Office, Level 9, 51 Druitt Street, Sydney NSW 2000. Telephone (02) 8267 2700.
2. Apply early as this assists with the timely processing of the application.
3. Long Service Leave is generally for ten weeks after having served ten years with a further five weeks for each subsequent five years served.
4. Long Service Leave (which is inclusive of any Public Holidays that occur within the period) must be taken in multiples of complete weeks. The Leave may be taken in one continuous period; or:-
 - (a) when entitlement exceeds five weeks but does not exceed ten weeks - in two separate periods; or,
 - (b) when entitlement exceeds ten weeks - in two or three separate periods.
5. The Diocese receives from Long Service Leave Fund an amount comprising:-
 - (a) Notional Stipend (which is set annually by General Synod) *pro rata* for the period of leave; and,
 - (b) The Supplementary Allowance (fixed in accordance the Long Service Leave Canon 1992-1995.)
6. The amount received in respect of the Notional Stipend is forwarded to the Parish. Any difference between the Stipend (and Allowances) to be paid to the cleric and Notational Stipend (whether positive or negative) belongs to the parish.
7.
 - (a) The Supplementary Allowance is forwarded to the Ministry Fund for payment to the cleric.
 - (b) This Allowance is provided to meet added expenses associated with leave. The benefit is a payment by the Long Service Leave Fund for the sole benefit of the cleric.
 - (c) The allowance is taxable income and is shown as an expense allowance on the cleric's taxation group certificate.
 - (d) It is the responsibility of the cleric to keep evidence to support any claim for a taxation deduction in respect of the utilisation of the allowance.
 - (e) A tax agent or accountant would be best placed to give advice on this aspect.
8.
 - (a) Clergy are entitled to receive their normal stipend (including any agreed amount in excess of the **Minimum Recommended Stipend**) plus any allowance to which they would have been entitled had they not taken leave, including the fixed component of the travelling allowance.
 - (b) The variable component of the travelling allowance is not normally payable during the period of Long Service Leave, accordingly your **Form MF10 - *Agreement between Parish Council and Clergy*** will automatically be adjusted to exclude such variable component unless otherwise advised.
 - (c) Since the cleric's net stipend package may be reduced by this adjustment the cleric may wish to submit to the Ministry Fund a new **Form MF11 - *Ministry Related Expenses and Superannuation Contributions*** to apply during the period of Long service Leave.
9. The Parish continues to pay to the Ministry Fund the monthly amount (adjusted as outlined in Paragraph 8(b) above.) This will be invoiced by the Ministry Fund in the normal way.
10. As a general rule the Parish must pay for a full-time locum during the cleric's absence on Long Service Leave. The whole purpose of the Long Service Leave Fund is an endeavour to ensure that sufficient funds are set aside so that a Parish does not bear an extra-ordinary burden when a cleric goes on Long Service Leave and that the pastoral care of the Parish continues during his or her absence. It is the cleric's responsibility to arrange for a locum and that the person chosen and the conditions of the appointment are acceptable to the Bishop and the Parish Council.
11. Payment of the locum should be arranged via the Ministry Fund through:-
 - (a) normal Ministry Fund arrangements, in which case **an MF10 and MF11** should be completed; or,
 - (b) the Relief Clergy arrangements using Form MF8 if the period will not exceed one month.

[August 2000]