



# LEAVE POLICY AND PROCEDURE

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## 1 PURPOSE

This policy is to encourage workers in the Diocese of North West Australia (the “Diocese”) to take time off when needed and to be aware of their various leave entitlements.

## 2 SCOPE

2.1 This policy covers all leave including long service leave.

## 3 POLICY STATEMENT

3.1 Leave takes various forms including:

- Annual leave
- Personal or Carer’s leave
- Compassionate/Bereavement leave
- Community Service leave
- Parental leave
- Workers’ Compensation leave
- Leave without pay
- Long Service/Sabbatical leave
- Other leave

## 4 PROCEDURE

### 4.1 Annual Leave

Full time workers are entitled to 5 weeks\* of paid annual leave. Part time workers pro rata. Workers may choose to take all or part of their leave as they desire, however, clergy are not to be absent from their Parish for more than 5 Sundays in a year without consulting with the Bishop.

- Annual leave is calculated on a yearly basis; for workers starting at some time other than the beginning of a year, pro rata leave is applied.
- Clergy must obtain prior agreement from the Bishop for any Sunday absence.
- A completed leave form must be submitted to the Registrar.
- Annual leave should be taken in the year it is due or in the next year and may not be “cashed out”.
- Annual leave in excess of 10 weeks at 31<sup>st</sup> January each year will be lost.
- If a worker moves from one Parish within the Diocese to another, leave entitlements follow.

- If a worker leaves the Diocese, unused leave may either be taken or paid out in cash as part of the final payment upon cessation.

\*The Additional Week of Annual Leave for North West Workers (i.e. 5 weeks instead of the usual 4 weeks) is to account for the extra time it takes, for many of our workers who are located in smaller regional centres, to travel to/from their location by car, in order to take their leave.

#### **4.2 Personal or Carer's Leave**

Full time workers receive 10 days personal or carer's leave per calendar year. This leave is for when a worker is unfit for work because of their own illness or injury, or to provide care or support for a member of the worker's immediate family or household due to illness or unexpected injury. A Medical Certificate from a registered health practitioner is to be provided to the Bishop or Registrar for periods of absence of 3 or more consecutive working days. Part time pro rata. Unused personal leave rolls over annually. In order for this to be tracked, a leave form must be completed and submitted to the Registrar for each period of personal leave taken.

- If a worker starts work at some time other than the beginning of a year, the amount of personal leave is calculated pro rata.
- Personal Leave may not be "cashed out" on resignation.
- If a worker moves from one Parish to another within the Diocese, the Personal Leave entitlement follows.

#### **4.3 Compassionate/Bereavement leave**

Workers are entitled to 3 days Compassionate or Bereavement leave annually.

- A Leave form must be completed and provided to the Registrar as soon as practically possible.
- This leave does not accrue.
- This leave is additional to personal leave.
- The Bishop may agree to more leave depending on the circumstances.

#### **4.4 Community Service Leave**

This is for workers who are involved in specified community service such as Jury Duty, Military Service, Volunteer Emergency Services and other similar community service. It is additional to annual leave and personal leave.

- Jury Duty is paid at normal stipend rates or normal pay rates.
- Other voluntary service is unpaid.
- A Leave form must be completed and provided to the Registrar as soon as practically possible.

#### **4.5 Parental Leave**

This is applicable to the occasion of the birth of a child or the taking custody of a child by adoption or the fostering a child. A worker is entitled to this leave after completing at least 40 weeks continuous service prior to the expected due date or to taking custody of a child. The entitlement is:

- 9 weeks paid maternity leave or 1 week paid paternity leave which must be taken within 4 weeks of the birth or taking custody.
- 12 months unpaid maternity leave.
- 3 weeks paid adoption leave from the date of taking custody of the child.
- A leave form must be provided to the Registrar at least 3 months before the expected due date.

#### **4.6 Workers Compensation Leave**

All workers are covered by the Diocese's Workers' Compensation insurance policy for injury or illness incurred during work. This insurance policy pays for the cost of replacement of the worker (other than in the case of a pre-existing illness) while on sick leave and the Parish or ministry centre continues to remunerate the worker.

#### **4.7 Leave Without Pay**

This leave is granted in special circumstances at the discretion of the Bishop. Workers desiring to take Leave Without Pay must discuss their situation with the Bishop and then the ministry centre's governing group, e.g. Parish Council.

## 4.8 Long Service Leave

Long Service Leave (LSL) is accrued for workers after 10 years of continuous full-time service and is 10 weeks on ordinary pay after 10 years. Part time workers are pro rata. Further LSL is accrued as 1 week for every year of full-time service. Part time workers pro rata.

- Application for LSL must be made at least 6 months before the planned date of LSL.
- The permission of the Bishop, in writing, is required for LSL.
- LSL may be taken in shorter blocks with the approval of the Bishop.
- Complete details of LSL provisions may be obtained from the Registrar.
- Clergy in negotiation with the ministry centre may vacate their church accommodation during the term of their leave.
- The Long Service Leave Board manages the Long Service Leave Fund for clergy in the Anglican Church of Australia.
- The provisions of the Anglican Long Service Leave Scheme is prescribed in the Schedule of the *Long Service Leave Canon 2010*.

Clergy on LSL are entitled to a Sabbatical Allowance at a rate per day determined by the Long Service Leave Board. This is in addition to their normal stipend. Refer to the *Long Service Leave Canon 2010* §§ 42 & 43. Clergy must take LSL as soon as practicable after they have become entitled to it and preferably within 12 months.

## 4.9 Other Leave

In special circumstances, the Bishop may approve leave for purposes other than described above.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The Registry will maintain records of leave.

### Reporting

- 5.2 No additional reporting is required

### Records management

- 5.3 The Registry maintains all records relevant to administering this policy using its recordkeeping system

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be found in the Diocesan Glossary.

## 7 RELATED LEGISLATION AND DOCUMENTS

Fair Work legislation <https://www.fairwork.gov.au/leave/>

*Long Service Leave Canon 2010 (ACA)*

Remuneration Policy and Procedure

## 8 FEEDBACK

- 8.1 Church members may provide feedback about this document by emailing [registrar@anglicandnwa.org](mailto:registrar@anglicandnwa.org).

## 9 APPROVAL AND REVIEW DETAILS

<b>Certifications and Assent</b>	<b>Details</b>	<b>Signature</b>	<b>Date</b>
Chair of Committees	Certified as printed in accordance with the regulation as reported		
Registrar	Certified as passed by the Synod or Diocesan Council or Diocesan Council Executive		
Bishop	Assented		
<b>Approval and Amendment History</b>	<b>Details</b>		
Original Approval Authority and Date	Diocesan Council 24/06/2020		
Notes	This document consolidates and replaces Policy 2.3, 2.4 & 2.5 in the Diocesan Administration Manual, which was last updated on 20/02/2017.		

## 10 APPENDICES

1. Clergy Leave Notification Form
2. Administration Worker Leave Application Form

# CLERGY LEAVE NOTIFICATION FORM

Please forward this form to the Registrar, who will liaise with Bishop.  
The Registry and the Bishop would appreciate at least one month's notice of leave wherever possible.

Name \_\_\_\_\_

Parish \_\_\_\_\_

Type of Leave	Date	
	From	To
Annual		
Personal/Carer's		
Other (please specify)		

**Number of days**      In total \_\_\_\_\_      Number of Sundays \_\_\_\_\_

If full-time indicate day(s) off: \_\_\_\_\_

If part-time indicate days worked:

Mon	Tue	Wed	Thurs	Fri	Sat	Sun
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## Replacement Ministry Arrangements

Date	Replacement Ministry

## Signatures

Person	Signature	Date
Clergyman		
Registrar (Noted)		
Bishop (Ministry Arrangements Approved/Not Approved)		
Payroll Clerk (Action)		

# ADMINISTRATION WORKER LEAVE APPLICATION FORM

Please forward this form to your supervisor, who should forward it to the Registrar.

Name: \_\_\_\_\_

Ministry centre: \_\_\_\_\_

	Type of Leave	Date	
		From	To
	Annual		
	Personal/Carer's		
	Other (please specify)		

**Number of days** in total: \_\_\_\_\_

**First day** back at work: \_\_\_\_\_

If part-time specify days worked:

Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
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**Signatures**

Person	Signature	Date
Worker		
Supervisor (Approved/Not Approved)		
Registrar (if not Supervisor – for Noting)		
Payroll Clerk (for Action)		

Supervisor/Registrar/Payroll Clerk Notes, e.g. why the application was not approved.

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