



# ABOUT YOUR LONG SERVICE LEAVE

A guide for parish clergy in the Diocese of Sydney

## What is my entitlement to leave?

*Effective from 1 January 2015*, Ordained ministers, senior assistant and assistant ministers who serve in a parish full time or part time have the following long service leave entitlements under the General Synod Long Service Leave Canon -

- period of 13 weeks' leave on completion of the first 10 years of service, and
- period of 6.5 weeks' leave on completion of each subsequent 5 years of service, and
- entitlements accrued before 1 January 2015 will be at the rate of 1 week for each year of service.

Usually, full-time service in 2 or more parishes is aggregated to determine a leave entitlement. So, for example, if you serve in parish 'A' for 6 years, and then move to parish 'B', you will usually become entitled to long service leave after 4 years' service at parish 'B'. Part time service is recognised on a full time equivalency (FTE) basis ie 3 days per week equates to 0.5 FTE.

If you have parish lay ministry service before ordination you may seek to have this taken into account. Please contact SDS ClergyServices or your bishop to discuss this possibility.

If you have moved into the Diocese of Sydney from another diocese of the Anglican Church of Australia then, generally, your service in that other diocese will be aggregated with your service in Sydney to determine your leave entitlement.

When taking long service leave, that period of leave is exclusive of annual leave but is inclusive of all other holidays, such as public holidays, which occur during that period.

## How do I arrange to take leave?

First, you need to have approval (as described below) to take leave at least three (3) months before you intend to take the leave.

The process for arranging leave is as follows -

- Verify that you have the amount of long service leave available that you plan to take by contacting SDS ClergyServices at [clergyservices@sydney.anglican.asn.au](mailto:clergyservices@sydney.anglican.asn.au) or on 9265 1686.
- If you are a senior assistant or assistant minister, gain the approval of your minister.
- Inform your parish council of your intention to take the leave.
- Apply in written format (letter or e-mail) to your bishop for the leave.
- Arrange a locum if necessary.
- If you are combining long service leave and annual leave, ensure that the annual leave begins at the end of the long service leave.

## When should I take leave?

Long service leave should be taken as soon as practical after your leave entitlement arises. You may be reminded by your bishop about your leave entitlement if it accumulates to 20 weeks.

Wherever possible, a period of long service leave should be at least 4 weeks.

Your bishop is to approve the arrangements for the appointment of a locum for the period of a minister's leave. A minister will be expected to nominate a suitable person to be appointed as locum for the period of his leave.

You should generally cease all ministry in your parish during the period of your leave.



## **What payments am I entitled to?**

When you take long service leave, you are to be provided with –

- your normal stipend for the period of the leave in a single payment at the time leave is taken, or, if you prefer, at the times the stipend would ordinarily be paid, and
- the other fixed allowances and benefits you would normally receive, and
- a sabbatical allowance (from the Anglican Long Service Leave Fund) to assist in paying any additional costs (such as housing) you may incur when you take leave.

Your parish will pay your entitlements to you when you take long service leave and, where necessary, will deduct tax at the appropriate rate.

## **What payments will the parish receive?**

Before you are due to start your approved leave, your parish should receive the following payments (which are funded from the Anglican Long Service Leave Fund) from SDS ClergyServices -

- the 'notional stipend' (which may be less than your normal stipend) for the period of your leave to assist the parish in paying any locum and other costs during the period of your leave, and
- the sabbatical allowance (which is paid to you by the parish - refer above)

## **What if I resign or retire?**

If you have a long service leave entitlement when you resign or retire from your parish, there are some possible consequences.

If you resign to take up a position in another parish, your service will usually be aggregated in the manner outlined above.

If you have completed 10 or more years qualifying service, and you resign to take up a new position (not in another parish or certain Anglican organisations) or retire, then you are entitled to be paid the notional stipend (being the amount determined by the General Synod Long Service Leave Fund) for the period of the untaken leave, less tax at the appropriate rate. The sabbatical allowance is not payable on resignation or retirement.

If you intend to resign to take up a new position (not in a parish or certain Anglican organisations) or retire, you should consider taking your long service leave before your resignation or retirement takes effect.

## **What if I die?**

If you die and at the date of death have a long service leave entitlement, your Estate will be paid the notional stipend, less tax at the appropriate rate. No allowances or other benefits (including the sabbatical allowance) will be payable or provided.

## **What if I move to part-time service?**

If you are moving from full-time to part-time service (either in the same parish or in a different parish), the parish should notify ClergyServices. Accrued leave from full time services will be preserved. Additional leave will then accrue on a FTE basis.

## **What if I need more information?**

If you have any further questions, please contact: your bishop, or SDS Clergy Services by email at [clergyservices@sydney.anglican.asn.au](mailto:clergyservices@sydney.anglican.asn.au) or by telephone on 9265 1686.