



# ABOUT YOUR LONG SERVICE LEAVE

## A guide for parish clergy in the Diocese of Sydney

### What is my entitlement to leave?

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 2010 -

- period of 10 weeks' leave on completion of the first 10 years of service, and
- period of 5 weeks' leave on completion of each subsequent 5 years of service, except that
- entitlements accruing between 1 January 2015 and 31 December 2017 are at the rate of 1.3 weeks for each year of service.

Usually, full-time service in 2 or more parishes is aggregated to determine a leave entitlement. If, for example, 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 i.e. 3 days per week equates to 0.5 FTE.

If you have lay ministry service at your current or a previous parish prior to ordination you may request to have this taken into account. Continuous service as a lay minister travels with the minister by means of a long service leave provision transfer payments between parishes. The clergy Fund facilitates recognition of lay ministry service at ordination by means of a leave buy-back mechanism. If you obtain a buy-back your eligibility date of joining the Fund becomes the date on which the buy-back is deemed to occur. Please contact the Parish Support Manager 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.

A period of long service leave -

- Will include any other holidays, such as public holidays, which occur during that period.
- Cannot overlap with a period of annual leave, but the two periods can be taken sequentially.

Annual leave will continue to accrue during the period of the long service leave.

### 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 the Parish Support Manager at [clergyservices@sydney.anglican.asn.au](mailto:clergyservices@sydney.anglican.asn.au) or on 9265 1534.
- If you are a senior assistant or assistant minister, gain the written approval of your minister.
- If you are a rector:
  - Gain the written approval of your bishop
  - Inform your parish council of your intention to take 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.

Long service leave can only be taken as full time weeks.

### 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 more than 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 can nominate a suitable person to be appointed as locum for the period of their leave, or liaise with their bishop for a suitable locum.

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, 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, travel and study expenses) 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 Parish/Clergy Support Services –

- 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 the Parish Support Manager. 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 the Parish Support Manager by email at [clergyservices@sydney.anglican.asn.au](mailto:clergyservices@sydney.anglican.asn.au) or by telephone on 9265 1534.