

## 7.1 ANNUAL LEAVE

### 1 ENTITLEMENT

Annual recreational leave entitlement for Ministers is four weeks per annum including four (4) Sundays normally to be taken within the year it is due.

### 2 TAKING OF LEAVE

Rest and recreation are essential for effective ministry. Ministers will take their annual leave entitlements at a time negotiated with the placement body.

### 3 PUBLIC HOLIDAYS DURING ANNUAL LEAVE

Where a public holiday occurs during the period of a Minister's annual leave then the day or days of public holiday do not form part of the annual leave.

### 4 ACCRUAL OF ANNUAL LEAVE

Annual leave entitlements are cumulative. Ministers can accrue up to eight weeks of annual leave without the approval of the Pastoral Relations Committee. Accrual of annual leave beyond eight weeks will only be granted in special/exceptional circumstances. After eight weeks have been accumulated, applications, including reasons, are to be made to the Pastoral Relations Committee. Presbytery will consult the congregation (or other responsible body).

Where a Presbytery is unable to persuade a minister to take annual leave then the Presbytery, in conjunction with the responsible body, may declare that the Minister is on annual leave for specific periods.

No unused leave can be carried from one placement to another however a Minister may be paid in lieu of taking annual leave on resignation or retirement from active ministry.

### 5 PART-TIME PLACEMENTS – ANNUAL LEAVE

Part-time Ministers are entitled to four weeks pro-rata leave per year. During leave they continue to receive their normal (pro-rata) remuneration.

### 6 PROCEDURE

A minister applying for annual leave is to:

- Complete the Application for Annual Leave form and apply formally to their church council/placement body.
- The church council or placement body gives their approval for annual leave to be taken by the Minister.
- The Application then needs to be submitted to the Pastoral Relations Committee for receipt and lodgement with payroll. A copy of the approved leave form will then be sent to the Minister and the placement for record keeping purposes, the original will be kept on the Minister's personal file in the office.