

7.1(A) MINISTERIAL LEAVE APPLICATION FORM



Uniting Church in Western Australia

Ministerial Leave Application

Version: MLWA 01

When / How to Use This Form

This form is to assist ministers and congregations with record keeping for a minister applying for annual leave. Please refer to leave Policies 7.1, 7.2, and 7.3 in Ministry Handbook.

* Minister – Please complete this form and forward to your church council or placement for approval and then to the Pastoral Relations Committee. Retain a copy for your records.

SECTION 1: GENERAL INFORMATION – TO BE COMPLETED BY MINISTER

| | | | | | |
|---|--|--|------------------------------|---------------|------------------------|
| 1.1 Minister's Name | | | | | |
| 1.2 Address / Email | | | | | |
| 1.3 Contact Numbers | Office/Home | | | Mobile | |
| | | | | | |
| 2 TYPE OF LEAVE | ANNUAL | | SICK | | STUDY |
| | | | | | * OTHER |
| *OTHER TYPE | <i>(including bereavement, jury duty, leave without pay, maternity, paternity – please specify and provide a brief explanation where applicable)</i> | | | | |
| 2.3 FTE | | | | | |
| 2.3 Dates | | | | | |
| | First Day of Leave | | Day of Return to Work | | Public Holidays |
| 2.4 No of Days | | | | | |
| Number of days leave still to be taken | | | | | |
| Minister's Signature | | | | Dated | |

SECTION 2: PLACEMENT APPROVAL (by Church Council/Placement Body)

| | | |
|---|-------------------------|----------------------------------|
| Council / Placement | | |
| | Date of Approval | |
| Approved by Church Council/Placement | | |
| | Signed | Print name & position |

SECTION 3: RECORDED BY PASTORAL RELATIONS COORDINATOR AND PAYROLL (WA Resource Centre)

| | | |
|---|----------------------------------|-------------------|
| Received and Lodged with Payroll | | |
| | Administrator's Signature | Print name |

SECTION 4: FOR PAYROLL USE

| | | | | | |
|------------|---|-------------|---|----------------|--|
| Leave Type | <input style="width: 80px;" type="text"/> | Hours Taken | <input style="width: 80px;" type="text"/> | Date Processed | <input style="width: 150px;" type="text"/> |
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