

the notional stipend, less tax at an appropriate rate. No allowances or benefits (including the supplementary 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), you should take any untaken leave before your full-time service ends. Your entitlements to untaken leave may not be preserved when your full-time service ends.

► What payments can the parish receive?

Your parish will pay or provide the amounts or benefits entitled to you when you take long service leave and, where necessary, will deduct tax at the appropriate rate.

On application to SDS ClergyServices, the parish may be entitled to receive the following payments (which are funded from the General Synod Long Service Leave Fund):

- the 'notional stipend' for the period of the leave to assist the parish in paying locum and other costs during the period of the leave
- the supplementary allowance

► What if I serve in a part-time capacity?

The long service leave rules for clergy serving on a part-time basis are different in some respects. For more information, please contact SDS ClergyServices.

► Who can I contact for more information?

If you have any further questions, please contact your bishop or archdeacon or SDS ClergyServices on 9265 1555.



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About your Long Service Leave

A Guide for Parish Clergy
in the Diocese of Sydney

► January 2006



► What is my entitlement to leave?

Ministers, senior assistant ministers and assistant ministers who serve in a parish in a full-time capacity have the following long service leave entitlements:

- a period of 10 weeks' leave on completion of the first 10 years of service, and
- a period of 5 weeks' leave on completion of each subsequent 5 years 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'.

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.

Long service leave is exclusive of annual leave but is inclusive of all other holidays, such as public holidays, which occur during the period of the leave.

► When should I take leave?

Long service leave should be taken as soon as possible after your leave entitlement arises. You will be reminded periodically about your leave entitlement.

If you are a minister, you should apply to your bishop for approval to take leave. If you are a senior assistant minister or assistant minister you need to ask your minister first, and then apply to your bishop. You need to have approval at least 3 months before the long service leave is to be taken.

Generally, leave is to be taken in one continuous period. However, if your bishop and minister agree, you can take leave:

- in 2 separate periods where the amount of the leave owing is more than 5 weeks
- in 2 or 3 separate periods where the amount of the leave exceeds 10 weeks

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

Your bishop is to approve the arrangements (if any) for the appointment of a locum for the period of a minister's leave. Usually, a minister will be expected to nominate a suitable person to be appointed as locum for the period of his leave.

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

► What payments am I entitled to for leave?

When you take long service leave, you are to be paid or provided with:

- your normal stipend for the period of the leave in a single payment at the time leave is taken, or at the times the stipend would ordinarily be paid, and
- the other fixed allowances and benefits you would normally receive, and
- a supplementary allowance to assist in paying any additional costs you may incur when you take leave. Note that foreshadowed changes are proposed to the rules for long service leave so that the supplementary allowance will not be payable for leave taken immediately prior to retirement. Tax will be deducted from these payments at the usual rates.

Information about the amount of the supplementary allowance payable during the period of your leave can be obtained from SDS ClergyServices.

Your parish may be entitled to receive reimbursement of some or all of the amounts it pays you when you take leave. See the section below, headed "What payments can the parish receive?"

► What if I resign or retire?

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

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

If you resign to take up a new position (not in another parish) 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. No allowances or benefits (including the supplementary allowance) are payable.

If you retire from full-time ministry you are entitled to receive the notional stipend by the parish for the period of the untaken leave, less tax at the appropriate rate. No allowances or benefits (including the supplementary allowance) are payable.

If you intend to resign to take up a new position (not in a parish) 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