

ANGLICAN DIOCESE OF RIVERINA



CLERGY LEAVE

Ministry Wellbeing and Development Policy

Approved by Diocesan Council 9th July 2025

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1. Purpose

This policy is to ensure all clergy in the Diocese of Riverina are aware of their leave entitlements and take time off when needed.

2. Scope

This policy applies to clergy who hold a license under the Diocesan Governance Ordinance 2025 and covers all leave including long service leave.

3. Policy Statement

Leave takes various forms including:

- a. Annual Leave
- b. Personal or Carer's Leave
- c. Compassionate/Bereavement Leave
- d. Parental Leave
- e. Worker's Compensation Leave
- f. Leave without pay
- g. Long Service Leave
- h. Family and Domestic Violence Leave
- i. Community Service Leave

4. Procedure

4.1 Annual Leave

Full-time clergy are entitled to four weeks of paid annual leave. Part-time clergy pro rata. Clergy may choose to take all or part of their leave as they desire, however, they must not be absent from their Parish for more than four Sundays in a year without the consent of the Bishop.

- a. annual leave is calculated on a yearly basis and recorded on the pay advice received each fortnight. A nominal number of hours is recorded. 40 hours is equivalent to one week for a full-time person
- b. clergy must obtain permission from the Bishop to take leave, and for any Sunday absence
- c. clergy must complete a Clergy Leave Form and submit it to the Bishop and the Registrar
- d. annual leave should be taken in the year it is accrued or the following year. It should not be held on to and cannot be "cashed out" while the clergy remain in the Diocese
- e. clergy with excessive amounts of leave owing will be strongly encouraged to take their excess leave
- f. if clergy move from one Parish to another within the Diocese, they should take all the leave owing to them from the Parish they are leaving prior to their commencement in the new Parish

- g. if clergy leave the Diocese, they should take their leave owing before moving. If not their leave will be paid out as part of their final payment upon cessation.

4.2 Personal or Carer's Leave

Full-time clergy may take up to 2 weeks personal or carer's leave within a calendar year. This leave is for when a person is unfit for work because of their own illness or injury, or to provide care or support for an immediate family member.

- a. a medical certificate from a registered health practitioner is to be provided to the Bishop or Registrar for periods of absence of more than 3 consecutive working days.
- b. this leave is available if needed for the wellbeing of the clergy, however, it does not accrue from year to year
- c. this leave cannot be "cashed out" on resignation
- d. if clergy move from one Parish to another within the Diocese, the personal leave follows.

4.3 Compassionate/Bereavement Leave

Clergy are entitled to 3 days compassionate or bereavement leave annually.

- a. a leave form must be completed and provided to the Registrar as soon as practically possible
- b. this leave does not accrue
- c. this leave is in addition to personal leave
- d. the Bishop may agree to more leave depending on the circumstances

4.4 Parental Leave

This applies to when a child enters a family through birth, adoption, or in foster care. Clergy are entitled to this leave after completing at least 40 weeks continuous ministry in a Parish prior to the expected due date or to taking custody of a child. The entitlement is:

- a. 12 weeks paid parental leave after the birth of a child
- b. 3 weeks paid adoption or foster care leave from the date of taking custody of the child

4.5 Workers' Compensation Leave

All clergy are covered by the Diocese's Workers' Compensation insurance policy for injury or illness incurred during work according to the terms of the insurance policy.

4.6 Leave without pay

This leave may be granted at the discretion of the Bishop in special circumstances. Clergy desiring leave without pay must discuss their situation with the Bishop.

4.7 Long Service Leave

There is generally an entitlement to Long Service Leave (LSL) after 10 years in Ordained ministry within the Anglican Church of Australia. *The Long Service Leave Canon 2010* of General Synod sets out the clergy entitlements.

- a. application for LSL should be made to the Bishop and Registrar at least 3 months before the leave is to be taken, using the clergy leave form
- b. clergy on LSL are entitled to a sabbatical allowance at a rate determined by the Long Service Leave Fund Board.

4.8 **Family and Domestic Violence Leave**

All clergy are entitled to 2 weeks of paid family and domestic violence leave each year. This includes full-time and part-time clergy. This leave is for when a person experiences violent, threatening, or abusing behaviour by a close relative, a member of their household, or a current or former intimate partner. This type of leave must be approved by the Bishop. Contact the Bishop or Registrar as soon as practically possible.

1800RESPECT

is the national domestic, family and sexual violence counselling
information and support service

4.9 **Community Service Leave**

All Clergy can take community service leave for activities such as voluntary emergency management activities. They are entitled to this leave when engaging in the relevant activity and for reasonable travel and rest time. There is no limit to community service leave. This type of leave must be approved by the Bishop as soon as practically possible. This type of leave is unpaid leave.

5. Responsibilities

5.1 **Compliance, monitoring and review**

The Registry shall maintain records of leave.

5.2 **Records management**

The Registry maintains all records relevant to administering this policy.

6. Schedules

6.1 **Fair Work Legislation**

<https://www.fairwork.gov.au/leave/>

6.2 **Long Service Leave Canon 2010**

<https://anglican.org.au/wp-content/uploads/2022/06/Long-Service-Leave-Canon-2010.pdf>

6.3 **National Employment Standards**

www.fairwork.gov.au/employment-conditions/national-employment-standards

6.4 **Clergy Leave Form**

(attached)



OFFICE USE ONLY
Bishop
Registry

NOTIFICATION OF LEAVE

To: **The Bishop** (copy to be sent to Registry).

FROM: of the Parish of

I seek leave from: until
DateDate

REASON FOR LEAVE (Please Tick one)

- ☐ Recreation Leave / Holiday
- ☐ Long Service Leave
- ☐ Sabbatical Leave
- ☐ Conference / Retreat (other than Diocesan)
- ☐ Maternity
- ☐ Other

_____ Signature of Priest
_____ Counter Signed (Churchwarden)

SUNDAY SERVICES will be taken by (Name and Phone No.)

Date:	Name:	Phone:
..../..../....		
..../..../....		
..../..../....		
..../..../....		

FUNERALS / EMERGENCY will be handled by:

Name:.....Phone:.....

RESPONSIBLE PERSON who will arrange setting up of Church for Services / Funerals, and who will collect mail, etc.

Name: Address:

Telephone: Mobile Phone No:

RECTORY TELEPHONE Please TICK appropriate box:

- ☐ Calls diverted to "Responsible Person".
- ☐ Answer Machine Message will divert to "Responsible Person".
- ☐ OTHER.

PERSONAL CONTACT in case of EXTREME EMERGENCY:

Name:..... Phone:.....

A copy of this Leave Request should be retained in your own file and a copy left with the Parish Secretary.