

Clergy - Designated Day Off



Payroll details

Surname	Payroll No
First name	

Details of designated day off *To be completed by Clergy eligible for leave entitlements

Effective from (dd/mm/yy)	
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Please complete, indicating your usual day/days off in accordance with your appointment

Day	Day/Days off
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Parties agree that:

- Any permanent variation to this will be provided to payroll via submission of a new form
- Payroll and leave will be processed on this basis

Church Warden/s – I confirm the designated day/s have been noted by the Church Warden/s
Warden Name _____
Signature _____ Date _____

Signature

Signature _____ Date _____

Please keep a copy of this form for your records. Please submit marked 'Attention: Payroll'. Email – payroll@bendigoanglican.org.au, Fax – 5441 2173, Mail – Registry, PO Box 2, BENDIGO VIC 3552

Registry use only

Action	Responsibility of	Completed by	Date
Received and reviewed	Finance and Administration Manager		
Recorded in payroll register – designated day off	Finance and Administration Manager		
Filed in individual payroll file	Finance Officer		