

CLERGY LEAVE ENTITLEMENTS POLICY

Version: 1.0

Contact: Registrar

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Introduction

Clergy well-being is vitally important for the Diocese to succeed in its vision, purpose and values. This policy describes the various leave entitlements available to clergy.

Our policy aims to:

Provide strategies to support clergy well-being and development, as they deliver the Mission of the world-wide Anglican Church.

Policy Scope & Coverage

This policy applies to remunerated licensed members of clergy and remunerated licensed lay ministers in the Diocese of Bendigo.

Clergy Leave types

Leave entitlements for clergy are:

1. Annual leave
2. Designated Day off
3. 5th Day Off in the month
4. Personal Leave
5. Long Service Leave
6. Professional Development and Study Leave
7. Leave Without Pay
8. Clergy Parental Leave

A summary of clergy leave entitlements is provided in Appendix A.

All leave, whether paid or unpaid, is at the discretion of the Bishop to approve. The Bishop has authority to vary a leave entitlement if considered appropriate.

Applying for leave

All leave requests must be submitted directly to the payroll system and will be approved by the Bishop or their delegate. Supporting evidence and documentation may be requested to support a leave request.

1. Annual leave

Annual leave entitlement

Clergy are entitled to a maximum of four weeks' paid annual leave. Annual leave is to contain no more than four Sundays in each calendar year. Annual leave is pro-rata for part-time clergy. Accrued annual leave balances can be viewed in the payroll system.

Taking annual leave

Annual leave should not be accumulated. Clergy are encouraged to take leave, preferably in blocks of at least two weeks, to gain maximum benefit from the leave. Clergy are also strongly encouraged to take annual leave entitlements prior to concluding a role. The Bishop may direct any clergy to take a period of annual leave if they have accrued more than eight weeks annual leave.

A leave request must be submitted before leave is taken. Generally, a *minimum of six weeks' notice* is required so that Service Relief can be arranged.

If Service Relief is required a separate Service Relief Request is to be completed and submitted to the Registry. Service Relief will be arranged through the Registry and the Parish will be advised of the arrangements. Service Relief is usually provided only for Sunday services.

Sunday Service Relief Policy

The Diocese will make a provision of Service Relief for four Sundays of annual leave per year and up to a maximum of two extra Sundays of leave, approved by the Bishop, to cover other leave approved at the discretion of the Bishop. The costs of Sunday Service Relief, beyond a maximum of six Sundays in any one year, may be met by a charge against the particular parish requiring the extra Service Relief.

Remuneration while on annual leave

When clergy are on annual leave, their remuneration is unchanged. Clergy do not receive leave loading benefits.

When clergy resign or retire

When clergy conclude a role, it is preferable for clergy to take any accrued annual leave entitlements prior to their finish date. Any amount of annual leave owing will be paid out in their final pay.

2. Designated day off

Full time clergy are entitled to one day per week, the 'Sabbath'. This day should be agreed upon by the clergy, churchwardens and parishioners and advised to the Registry through the *Designated Day Off* online form. The information provided in the *Designated Day Off* form will be used to calculate any leave taken.

This regular day cannot be accumulated. If clergy are unable to take their regular day/s, they can choose another appropriate time to take the day/s off. Clergy must ensure this is communicated to their Churchwardens.

3. 5th Day Off in the month

An additional one day per month has been granted for full-time clergy, known as the *5th Day Off*. Part-time clergy of 0.5 FTE or more are entitled to an extra day every second month.

The purpose of the *5th Day Off* is to provide a regular opportunity for deeper rest and renewal. As such it is suggested, but not required, that it be taken adjacent to a regular day off. Clergy are encouraged to take the *5th Day Off* on a set day each month rather than on an ad-hoc basis. The taking of this day is to be communicated to their Churchwardens.

The 5th Day off does not accumulate or roll-over, and cannot be taken on a Sunday.

4. Personal leave

The provision of up to ten (10) days per annum for full-time clergy, pro-rata for part-time clergy, is available to cover absences in any of the follow circumstances:

- *Sick leave* – for clergy with an illness or injury, whether work or non-work related,
- *Carer's Leave* - to provide care or support to a member of family or household because of personal illness, injury or unexpected emergency affecting the member,
- *Compassionate leave* – where a family or household member has sustained a life-threatening illness or injury. Compassionate leave can be taken after the death of the clergy's family or household member.

Refer to the **Clergy Personal Leave Support Policy** for full details

5. Long Service Leave

Long Service Leave for clergy is governed by the Long Service Leave Canon administered by the General Synod Office. Clergy accrue long service leave throughout their ministry as they move appointments and dioceses. Clergy are eligible to take long service leave after 10 years of qualifying service.

Long service leave requests must be submitted to the General Synod Office 3 months prior to taking long service leave.

Clergy can access their long service leave entitlement through the Long Service Leave portal or by contacting the Registry Office. Clergy should discuss their long service leave plans with the Bishop and their parish prior to submitting a long service leave request. Part of the discussion should include planning for locum coverage during the period of leave.

A long service leave request is submitted through the payroll system. Once received, the Registry Office will lodge the request with the General Synod Office and facilitate the long service leave processing.

Refer to the **Long Service Leave Canon** for full details

6. Professional Development and Study Leave

Each year clergy may apply for up to ten days for *Professional Development*. Any days for professional development are to be approved in advance by the Bishop.

Members of the clergy may take *Study Leave* on occasions for such course of study as the Bishop and Churchwardens, with the approval of the Parish Council or managing body, agree may be beneficial to the ministry or personal development of a member of the clergy. Study leave may be taken to coincide with other types of leave.

Permission for Professional Development and Study Leave is to be applied for through the payroll system, with details of the professional development/study being provided. A record of all professional development and study leave granted will be kept by the Registry.

7. Leave without pay

Leave without pay is a privilege and will only be granted in special circumstances at the discretion of the Bishop. All leave without pay requests must be endorsed by the Parish and the Bishop will be the final approving authority.

8. Parental Leave

Parental leave allows clergy to take time away from their ministry for the birth or adoption of a child. The Parental Leave Policy outlines the types of leave available to clergy which includes accessing government funded paid parental leave, using clergy personal leave entitlements, paid parental leave funded by the parish or leave without pay. The policy also outlines transitional arrangements to support clergy in going on parental leave and returning from parental leave. A conversation with your parish and the Bishop should be had prior to taking parental leave.

Refer to the **Clergy Parental Leave Policy** for full details.

Policy Responsibility

Bishop in Council

Related Documents: Internal

- Clergy Personal Leave Support Policy
- Clergy Parental Leave Policy

Related Documents: External

- Long Service Leave Canon

Approved by Bishop in Council:

16 September 2025

<i>Policy History</i>	
<i>Policy created</i>	16 September 2025
<i>Policy reviewed</i>	
<i>Policy amended</i>	

Appendix A: Clergy Leave Entitlements Summary

Leave	Description
<i>Annual leave</i>	4 weeks paid leave each year Pro-rata for part-time clergy
<i>Designated Day Off</i>	1 day per week for full time clergy Pro-rata for part-time clergy
<i>5th Day Off in the Month</i>	An additional 1 day per month Pro-rata for part-time clergy
<i>Personal leave (includes sick, carer's and compassionate leave)</i>	10 days paid leave each year Pro-rata for part-time clergy
<i>Long service leave</i>	Entitlements as set by the Anglican Long Service Leave Fund
<i>Professional Development & Study Leave</i>	10 days per year
<i>Leave without pay</i>	Authorised by Bishop
<i>Parental leave</i>	Refer to Clergy Parental Leave Policy
Notes <i>All leave, whether paid or unpaid, is at the discretion of the Bishop to approve. The Bishop has authority to vary a leave entitlement if considered appropriate .</i> <i>All leave requests must be submitted directly to the payroll system and will approved by the Bishop or their delegate. Supporting evidence and documentation may be requested to support a leave request .</i>	