

## **ACT TEN**

### ***Clergy Leave***

#### Annual Leave

- 1** In each calendar year of service in the Diocese, and subject to the provisions of Clause 2 of Canon 26, every stipendiary clergy person shall be entitled to a period of thirty (30) days paid leave, which period shall include four (4) Sundays, provided that annual leave deferred at the instance of such clergy person and which is not taken within six months of the end of the calendar year in which such leave accrued, shall be forfeited and no pay *in lieu* thereof may be claimed.

#### Cumulative Leave

- 2** In addition to annual leave, stipendiary clergy shall be entitled to accumulate twelve (12) days cumulative leave in respect of each calendar year of service in the Diocese served after the date of coming into effect hereof, subject to a maximum of sixty (60) days, including eight (8) Sundays, provided that no pay in lieu of cumulative leave may be claimed. The timing of cumulative leave shall be negotiated with the Bishop.

#### Sick Leave

- 3** (a) Clergy shall be entitled to thirty-six (36) days paid sick leave during each period of thirty-six consecutive months of service. After three (3) days off work, a medical certificate shall be required to substantiate paid sick leave. The sick leave certificate must be submitted in the same way as the leave application form and should preferably accompany the leave application form.  
  
(b) Sick Leave may be granted in excess of the entitlement in para. (a) if circumstances and medical evidence so indicate. Such additional sick leave may be on full pay, half pay or unpaid.

#### Compassionate Leave

- 4** In exceptional circumstances Clerics may be granted compassionate leave. The portion of such compassionate leave, which may be paid leave, may not exceed thirty (30) days in any calendar year.

#### Study Leave

- 5** A Cleric may be granted study leave for a course (or courses) approved by the Bishop. An application for study leave must be supported by the relevant Parish Council. Such study leave may be approved as paid or unpaid leave.

### Maternity/Paternity Leave

- 6** Clerics shall be entitled to twelve weeks paid maternity leave. In addition two weeks paid paternity leave shall be allowed so that fathers may give adequate support to the family during and after the confinement.

### Provision for Services

- 7** In Pastoral Charges where there are no assistant clerics, the provision for services during the absence of the Incumbent shall be at the expense of the Pastoral Charge. Such arrangements must be made by the Incumbent and the Churchwardens and are subject to the approval of the Archdeacon.

### Days Off

- 8** Clerics shall be entitled to take one day off each working week subject to the time being determined in consultation with the Churchwardens.

### Leave Forms and Approval of Leave

- 9** (a) A Cleric desiring to be granted leave of whatever nature, must make timeous application for that leave on a prescribed application form. The form must be countersigned by at least one Churchwarden, confirming that the Parish is aware that the Cleric will be absent. The leave application form must be sent to the Bishop for approval. The cleric must also advise her/his archdeacon of her/his absence.

### Bylaws

- 10** The Bishop may amplify or vary the administrative procedures under this Act in a Bylaw.