

ANNUAL LEAVE GUIDELINES FOR CLERGY

Clergy are entitled to four weeks annual leave each year and are expected to take four weeks annual leave each year.

Leave is available as an entitlement from the 1st July to the 30th June each year.

No outstanding leave is carried forward from one year to the next.

Leave may not be accumulated without the consent of the Bishop.

When clergy move into a parish:

- All annual leave owing from your previous position should be taken before you start, or funds should be paid to the Diocese to enable you to take them later.

The Diocesan Office requests all licensed Clergy advise the Diocesan Office of Annual Leave plans to assist in communications and emergencies.

ANNUAL LEAVE NOTIFICATION

Annual Leave Advice Forms assist the Diocese to know when clergy persons are not available. These Notification Forms are NOT permission request forms, the forms provide information to assist the Diocesan Office as clergy persons manage their own annual leave and are responsible for ensuring cover during their four weeks of absence. Thank you.

Transition Arrangements from 1 January 2018 – 30th June 2019

Annual Leave Transitional Arrangements have been put in place to cover the period between the calendar year arrangements under The Licensing Statute 2001-2009 and The Licensing Statute 2017.

- (i) The transition period for the Annual Leave arrangements introduced in The Licensing Statute 2017 will be from the 1st January 2018 until the 30th June in that same year.
- (ii) Existing arrangements for clergy to carry forward calendar year entitlements into the transition period will be unchanged.
- (iii) All clergy will receive on the 1st January 2018, 14 days leave entitlement for the period 1st January to the 30th June 2018.
- (iv) The transitional leave allowance of 14 days may be carried forward in part or whole after the conclusion of the transition period in the next annual leave year, 1st July 2018 to 30th June 2019.
- (v) The transitional period and carry forward arrangements will cease on the 30th June 2019 and The Licensing Statute 2017 arrangements will apply.

Any questions, please speak to the Archdeacon at the Diocesan Office.

Thank You.