

8 April 2020

LEAVE WITHOUT PAY GUIDELINES

Ministry personnel may apply for and be granted Leave without Pay (LwoP) by their authorising body (Session or Assembly Committee, and in some instances Presbytery). LwoP may be used for short term one-off situations which do not require a variation to the Terms of Call/Settlement (Inducted Minister) or to contractual arrangements (Appointee).

The Request:

The Ministry worker writes to the Session stating their case for the seeking LwoP. This request will also note if the LwoP is to be taken in conjunction with other Leave - Annual Leave or Long Service Leave. (In the case of an Inducted Minister, if this combined leave is for more than six consecutive weeks, the request shall be submitted in accordance with The Code 5.28.)

The Period:

The period of LwoP may be for a defined block of time (eg 3 consecutive weeks from ddmmyyyy to ddmmyyyy inclusive) or may be a specified timeslot (eg each Thursday from ddmmyyyy to ddmmyyyy inclusive).

Session Decision:

The Session may determine each request on its merits taking into account the needs of the ministry worker and the impact on pastoral ministry.

LwoP is properly applied to requests that are punctiliar or of limited duration. Requests that are ongoing or cyclical are best addressed through a permanent adjustment to the terms and conditions of the engagement*.

Requests based on the grounds of illness or compassionate or carers leave do not fall within LwoP unless Personal Leave provisions have been exhausted.

In granting LwoP, the Session minutes the details of the period of the LwoP.

Treasurer and Payroll:

The Treasurer is informed and the relevant adjustment to remuneration applied for the period of LwoP. The adjustment will apply to all components of the remuneration package (stipend, salary, and allowances/NCB), with the exception that there is no variation to accommodation arrangements if a Manse is provided. LwoP does not qualify for Employer Superannuation Contributions and Annual Leave entitlements do not accrue during LwoP.

The Treasurer will notify Church Offices Payroll if this service is used.

While on Leave without Pay:

As there is no remuneration for a period of LwoP, any injury arising out of a 'ministry function' in this period will not be covered by Workers Compensation. There may be limited covered under the Voluntary Worker Insurance or Personal Accident and Illness Insurance. Please refer to the Insurance Manual.

* A permanent adjustment to the Terms of Call/Settlement (Inducted Minister) or to contractual arrangements (Appointee) may involve congregational meetings, petitions to presbytery, approval by presbytery and then M&M (see Code 1.26, 1.29 and 2.24).

Matthew Oates

Superintendent
(02) 9690 9337
moates@pcnsw.org.au

John Irvin

Associate Superintendent
(02) 9690 9317
johnirvin@pcnsw.org.au

Paul McKendrick

Associate Superintendent
Healthy Pastoral Ministry
(02) 9690 9348
pmckendrick@pcnsw.org.au

Lani Zaragoza

Administrative Assistant
(02) 9690 9364
lzaragoza@pcnsw.org.au

Central Mail

PO Box 2196
Strawberry Hills
NSW 2012