

7.1A ANNUAL LEAVE APPLICATION FORM



Uniting Church in Western Australia

Annual Leave Application

Version: ALWA 03

When / How to Use This Form

This form is to assist ministers and congregations with record keeping for a minister applying for annual leave. Please refer to Policy 7.1 in Ministry Handbook.

* Minister – Please complete this form and forward to your church council or placement for approval and then to the Pastoral Relations Committee. Retain a copy for your records.

SECTION 1: GENERAL INFORMATION – TO BE COMPLETED BY MINISTER

1.1 Minister's Name			
1.2 Address			
1.3 Contact Numbers			
	Office/Home		Mobile
2 Annual Leave Details			
2.1 FTE			
2.2 Dates			
	First Day of Leave	Day of Return to Work	Public Holidays
2.3 No of Weeks/Days *			
No of weeks of annual leave still to be taken		Dated	
Ministers Signature		Dated	

* Note for payroll purposes leave is calculated on a 5-day working week

SECTION 2: PLACEMENT APPROVAL (by Church Council/Placement Body)

Placement		
		Date of Approval
Approved by Church Council/Placement		
	Signed	Print name & position

SECTION 3: APPROVAL BY PASTORAL RELATIONS MANAGER (WA Resource Centre)

	Date Recorded on leave register	
Received and Lodged with Payroll		
	Manager's Signature	Print name