

7.3 SICK LEAVE

1 ENTITLEMENT

If a Minister in full time or part time placement is ill and unable to carry out their normal duties they are entitled to sick leave.

The aim of this policy is to pastorally care for Ministers and congregations in what can often be difficult circumstances. It is to also ensure that timely actions are taken at appropriate points that will enable those who are ill to be cared for outside the local setting. (Example: if the situation progresses to a temporary or permanent disability claim.) This policy is intended to be read in a pastoral context and not in a regulatory context.

It should be noted that this policy only applies to those Ministers for whom a contribution is made by the placement to the Ministers Insurance payments.

2 PROCEDURE

The process for accessing Sick Leave is as follows:

- (i) Where the Minister is unwell for more than 2 days, and this precludes the Minister from attending pre-arranged commitments then it is advisable for the Minister to obtain a medical certificate to give to their Church Council chairperson or other persons responsible for their placement.
- (ii) Where the illness is expected to be in excess of four weeks then the Minister will advise the Church Council chairperson and the Manager, Pastoral Relations Committee so that appropriate pastoral care can be provided for the minister and suitable arrangements may be put in place for the congregation. A medical certificate is required so that the Minister's insurance can be accessed by congregations after the four week point from the issue of the medical certificate. (Refer to Section 6.2 Minister's Wellness Benefit Scheme).
- (iii) Sick leave entitlements accrue at the rate of 10 days per annum and are cumulative over the minister's time in active ministry, but there is no payout for unused leave at the conclusion of ministry.

Pro rata payment would apply in a part time placement.

The General Secretary has the power to vary these conditions for individuals in exceptional circumstances.