

7.4a LONG SERVICE LEAVE APPLICATION FORM



**Uniting Church
in Western Australia**

**Long Service Leave Application
Policy 7.4a (v2)**

When / How to Use This

This form is to be completed by a minister when applying for long service leave

- Minister – Please complete this form and forward to your church council or placement for approval. Retain a copy for your records.
- Church council/placement – On approval please forward to long Service Leave Committee (C/- PRC). Retain a copy for your records.
- Pastoral Relations Committee (PRC) – On approval please forward to Payroll, Uniting Church Centre.

SECTION 1: GENERAL INFORMATION – MUST BE COMPLETED BY MINISTER

1.1 Minister's Name			
1.2 Address			
1.3 Contact Numbers			
	Office/Home	Mobile	
1.4 Placement			
2. LSL Details	Ministers taking LSL should complete 2.1 below. Ministers retiring and seeking payment in lieu of LSL should complete 2.2 below		
2.1 LSL Dates			
	1st Day of Leave	Last Day of Leave	No. of Weeks
2.2 Retirement Date	(only complete if retiring and seeking payment)		
Minister's Signature		Date	

SECTION 2: GENERAL INFORMATION – MUST BE COMPLETED BY CHURCH COUNCIL/PLACEMENT

Placement:		
		Date of Approval
Approved by Church Council / Other		
	Church Council Chair – Please Sign your name above	Church Council Chair – Please Print your name above
Contact Details		
Contact Number		

SECTION 3: LONG SERVICE LEAVE COMMITTEE (PR&PC)

Long Service Leave Entitlement Verified	
Does this use up the Long Service Leave Entitlement?	
If not, what is outstanding?	
How much LSL is overdue and must be taken?	
Supplementary information	

SECTION 4: PRESBYTERY APPROVAL

Presbytery:	Presbytery of Western Australia	
		Date of Approval
Approved by Pastoral Relations Committee Chair/Coordinator		
	Date	Minute Number

SECTION 5: PAYROLL IMPLEMENTATION

	AMOUNTS TO BE REIMBURSED	
	Stipend (Base WA Stipend)	\$
	Housing (Manse Provided/Receive Housing Allowance)	\$
Office Use Only	Motor Vehicle Depreciation Fund	\$
	Motor Vehicle Fixed Cost Payment	\$
	Personal Resources & Development Grant	\$
	Beneficiary Fund Contribution	\$
	Minister's Insurance	\$
	LSL Contribution	\$
	Total Amount to be Paid:	\$
	Payment to:	\$
	Date:	
Notes:		

For calculation purposes by Church Office a week will be deemed to be 37.5 hours.

SECTION 6: FILE RECORD

Returned to Long Service Leave Committee/PRC	(Date)
Records Amended	(Date)

Copy to be retained on Minister's file.