LONG SERVICE LEAVE APPLICATION FORM

Further information about Long Service Leave can be found in the Ministry Handbook.

Minister – Please complete this form and forward this to your Church Council / placement body for approval and then forward this to the Pastoral Relations Committee, Presbytery Minister (Pastoral).

Minister and Church Council (or placement body) – Ensure that you retain a copy of this form, for record-keeping.

Section 1: General Information (to be completed by the Minister)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Minister’s Name |  | | | | | |
| Email Address |  | | | | | |
| Mobile Number |  | | | Current FTE | |  |
| Placement |  | | | | | |
| Long Service Leave (LSL) Dates |  |  | | |  | |
| First Day of Leave | Last Day of Leave | | | Number of Weeks | |
| Retirement Date  (only complete if retiring and seeking payout) | | |  | | |
| Minister’s Signature |  | | Date | |  | |

Section 2: Placement Approval (to be completed by Church Council or placement body)

|  |  |  |
| --- | --- | --- |
|  | |  |
| Placement Body / Congregation | | Date of Approval |
|  |  | |
| Signature | Name and Position | |

Section 3: Recorded and Submitted to Pastoral Relations Committee

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Presbytery Administrator’s Signature | Name | Date |

Section 4: Long Service Leave (to be competed by Pastoral Relations Committee)

|  |  |
| --- | --- |
| LSL entitlement verified? |  |
| Does this use up the LSL entitlement? |  |
| If not, what is outstanding? |  |
| How much LSL is overdue and must be taken? |  |
| Any supplementary information |  |

Section 5: Presbytery Approval (and lodged with Payroll)

|  |  |
| --- | --- |
|  |  |
| Pastoral Relations Committee Chair’s / Coordinator’s Signature | Date |

Section 6: Payroll Implementation

|  |  |  |  |
| --- | --- | --- | --- |
| Amounts to be Reimbursed | |  | |
| Stipend (Base WA Stipend) | | $ | |
| Housing (Manse Provided/Receive Housing Allowance) | | $ | |
| 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 |  | | |

Section 7: File Record

|  |  |  |
| --- | --- | --- |
| Returned to Pastoral Relations Committee | Date |  |
| Record Amended | Date |  |