**MINISTERIAL LEAVE APPLICATION FORM**

Further information about leave for Ministers 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 | | | |  | |
| Type of Leave | Annual |  | Personal / Carer’s | |  | | Study / Education | | |  | | \*Other | |  |
| \*Other Type of Leave | *[This includes Compassionate, Parental, Jury Duty, Leave Without Pay – please specify and provide a brief explanation where applicable]* | | | | | | | | | | | | | |
| Leave Dates |  | | |  | | | | | | | |  | | |
| First Day of Leave | | | Last Day of Leave | | | | | | | | Public Holidays | | |
| Conclusion of Placement Date (if applicable) | | | | | | | |  | | | | | |
| Number of Days / Hours and Balance |  | | | | |  | | | | | | | | |
| Number of Leave Days  (working days) or Hours Taken | | | | | Balance of Accrued Leave  (still to be taken) | | | | | | | | |
| 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 by Pastoral Relations Committee** (and lodged with Payroll)

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

**Section 4: For Payroll Use**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Leave Type |  | Hours Taken |  | Date Processed |  |