

# LONG SERVICE LEAVE APPLICATION FORM



Uniting Church in Australia  
Presbytery of Western Australia

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 completed 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

<b>Amounts to be Reimbursed</b>			
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		\$	
<b>Total Amount to be Paid</b>		\$	
Payment To		Date	
Notes			

## Section 7: File Record

Returned to Pastoral Relations Committee	Date	
Record Amended	Date	