

MINISTERIAL LEAVE APPLICATION FORM



Uniting Church in Australia
Presbytery of Western Australia

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	
------------	--	-------------	--	----------------	--