

### **Description**

This Policy seeks to outline the expectation of those planning and taking leave.

For the purpose of this policy, leave refers generally to 'annual leave', 'personal or carers' leave', 'compassionate leave', 'Long Service Leave', 'Study Leave', and any other leave unless one specific type of leave is referred to.

The Presbytery understands that within the work and life of the Presbytery, there can be times when normal expectations of work load can be exceeded, and there can be times when it would be appropriate to make up for those times. It is understood that this should be done with the expectation that each person's responsibilities should be adhered to.

This policy seeks to outline a way in which leave is to be communicated, and the expectations of Staff in relation to leave.

### **Applicability**

This policy is applicable to any person where a leave entitlement exist.

### **Policy**

Anyone entitled to leave should:

1. adhere to the annual leave entitlement within their contract/terms of placement. This requires that they should take their full balance of leave each year, unless otherwise planned with their direct supervisor. "Banking" leave for a future overseas trip would be a reasonable request to consider.
2. When planning leave people should do so in consultation with their direct supervisor and Committees and not assume a request will be granted. Leave is to be communicated through shared calendars, and discussion with the wider team should the planned leave exceed two (2) weeks.
3. In regard to personal, carers or compassionate leave, the Presbytery seeks to provide reasonable time to fulfil family and personal responsibilities, and also care for their needs outside of their work. If leave is required, arrangements as per the contract / terms of placement should be followed. Should this leave type not be specified or additional entitlements are required they should discuss this with the Executive Minister for further advice and or appeal.
4. Any leave relating to sickness is to be supported for a medical certificate if exceeding three (3) consecutive days.
5. Long service leave should be taken in accordance with the reasonable needs of the Presbytery and the person who has the allocated leave. This leave should be

planned alongside any supply or reasonable coverage for the responsibilities that may need coverage during the leave period. The person taking the leave should feel confident that the work and ministry will be covered for a prolonged period of time, and the Committees and members will feel confident to continue their work whilst the person is on leave.

6. Where the Presbytery shares a placement with another Council of the Church, the authority and responsibility for leave will be vested with the external body, unless the Presbytery's share of the placement is greater than 75%. Should this leave ratio be exceeded, the Executive Minister of the Presbytery will be responsible for approving any leave requests.
7. Sydney Presbytery offers the following parental leave entitlement:
  - a. Two (2) additional weeks added to the employee's personal / carers leave balance. This balance is to be taken within one (1) year of any birth or adoption;
  - b. Any money received from the NSW Government for parental leave is to be forwarded to Presbytery's operating account; and
  - c. No other leave allowances or entitlements will be forfeited during a time of parental leave.

### **Non Adherence to Policy**

1. Should someone entitled to leave have a question or concern regarding leave that should be addressed in the first instance with their direct supervisor.
2. Should a Presbytery supervisor be concerned with leave balances, application or time taken, this should also be taken in conversation with the one entitled to the leave.
  - a. If the matter is persistent, the matter will be addressed in writing.
    - a. if the matter relates to a terms of placement, the matter will be resolved according to the counselling and disciplinary processes of the Church.
    - b. Should the matter relate to an employee contract, employment laws will be followed in consultation with Synod / HR.

### **Document Control**

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