

11.2 THE MINISTERS LONG SERVICE LEAVE FUND

11.2.1 The Synod shall establish a fund to be known as The Ministers Long Service Leave Fund which shall be administered by the Stipends Committee.

DEFINITIONS

11.2.2 In these By-laws:

- a. "Minister" shall mean Minister of the Word, Deacon, Deaconess, Lay Pastor, person accredited to the specified ministry of Youth Worker, Ministry Intern and candidate for ministry in approved placement.
- b. The Stipends Sub Committee will comprise the General Secretary, the Associate General Secretary and the Administration Officer Pastoral Relations or their delegate.
- c. Length of continuous service shall be reckoned:
 - i. from the date of commencement of the first placement as a Minister in the Uniting Church in Australia.
 - ii. to include previous entitlement for Ministers who have come from any one of the uniting churches.
 - iii. from the year of admission to the ministry of the Uniting Church in Australia for Ministers admitted from the ministry of any other denomination, unless otherwise determined by the Stipends Sub Committee.
- d. Service shall include:
 - i. full-time service in a Congregation placement or a Presbytery, Synod or Assembly placement.
 - ii. service whilst released with the prior approval of the Presbytery to work with another church, an ecumenical or church related body or in any other position declared to be a placement pursuant to Regulation 2.7.1(a)(ii), in accordance with Regulation 2.4.5 (b), (c), or (d), provided the appointing body pays to the Fund the annual contribution determined by the Synod.
 - iii. full-time service in an appointment outside Australia, such appointment being made or approved by UnitingWorld provided that UnitingWorld or such other body pays to the Fund the annual contribution determined by the Synod.

- iv. study leave, provided that the annual contribution determined by the Synod is paid.
 - v. long service leave will accrue only for the first five consecutive months of sick leave in any 12 month period, provided that the annual contribution determined by the Synod is paid.
- e. Approved unpaid leave while still involved in the regular exercise of the duties of a minister as per Regulation 2.4.2 does not constitute a break in continuous service however long service leave will not accrue during any period of unpaid leave.
 - f. A gap of more than 3 years of unpaid leave shall be deemed to be a break in continuous service.
 - g. Part time service will accrue pro rata leave entitlements provided that pro rata contributions are paid to the Fund by the responsible body in respect of such service.

PERIOD OF LEAVE ACCRUED PRIOR TO 1 JANUARY, 1995

- 11.2.3 Ministers shall be eligible for one period of three (3) months long service leave after fifteen (15) years continuous service in Australia or in appointments made or approved by Uniting International Mission now known as UnitingWorld (By-law 11.2.2.d.iii).

PERIOD OF LEAVE ACCRUED FROM 1 JANUARY, 1995

- 11.2.4 Ministers shall accrue long service leave at the rate of one (1) week (seven (7) days) for each year on completion of ten (10) years continuous service from 1 January, 1995.
- 11.2.5 Ten (10) years continuous service (including service prior to 1 January, 1995) must be completed before there is an entitlement to take long service leave.

TAKING LEAVE

- 11.2.6 On completion of ten (10) years continuous service the whole of the accrued leave or part thereof may be taken, provided that there shall be a minimum period of four (4) weeks leave taken.
- 11.2.7 A Minister shall be entitled to annual leave in addition to any long service leave taken in that year.
- 11.2.8 A Minister who is eligible may take long service leave for a double period on half stipend and allowances, where, following discussions between the minister, the congregation or

other responsible body and the Stipends Sub Committee, there is agreement to grant the application. In the absence of agreement, the application is deemed not to be granted.

11.2.9 A Minister who is eligible may take long service leave at the end of the placement current at the time eligibility accrues and before commencing any new placement. The Fund will pay the minimum stipend plus the congregation accommodation allowance and motor vehicle depreciation and standing charges and contributions to the Beneficiary Fund and Ministers Benefit Fund during this period of long service leave.

11.2.10 Long service leave must be taken no later than five (5) years from when it first becomes due unless otherwise approved by Stipends Sub Committee.

PROCEDURES FOR MINISTERS IN CONGREGATION PLACEMENTS

- 11.2.11
- a. The Stipends Sub Committee shall notify Ministers who are eligible for leave, following completion of ten (10) years service, during the year preceding the due date.
 - b. With the approval of the Church Council the Minister shall apply to the Presbytery through the Stipends Sub Committee for leave of absence.
 - c. Both the Presbytery and the Minister concerned shall notify the Stipends Sub Committee of the proposed arrangements.
 - d. In special circumstances the Stipends Sub Committee may approve of leave being taken on a proportional basis before the full qualifying period has been served.
 - e. The Church Council shall, subject to the approval of the Presbytery, arrange for the pastoral oversight and preaching during the absence of the Minister on leave. (See By-law 11.2.15 c, d and e.)

PROCEDURES FOR MINISTERS IN PLACEMENTS OTHER THAN CONGREGATIONS

- 11.2.12
- a. The Stipends Sub Committee shall notify Ministers who are eligible for leave, following completion of ten (10) years service, during the year preceding the due date.
 - b. The Minister shall apply to the employing body and the Stipends Sub Committee for leave of absence.
 - c. Both the employing body and the Minister concerned shall notify the Stipends Sub Committee of the proposed arrangements.

- d. In special circumstances the Stipends Sub Committee may approve of leave being taken on a proportional basis before the full qualifying period has been served.
- e. The employing body shall arrange for supply during the absence of the Minister on leave.

CESSATION OF SERVICE

- 11.2.13 If service of a Minister ceases after seven (7) years and there remains an unused accrual of long service leave, the Minister shall receive pro rata payment in lieu of long service leave up to a maximum of fifteen (15) weeks. This payment will be at the rate of the minimum stipend plus the congregation accommodation allowance and motor vehicle depreciation and standing charges.
- 11.2.14 Any Minister who has not completed seven (7) years continuous service at the time of ceasing to serve in any of the classifications outlined in By-law 11.2.2 d will forfeit those years of service towards any entitlement to long service leave.
- 11.2.15 “Ministers who, post retirement, engage in supply or placement ministries will accrue a total of one weeks LSL after 12 months continuous service. This accrued LSL can be taken upon completion of the 12 months continuous service”.

FINANCIAL ARRANGEMENTS

- 11.2.16
 - a. In respect of each Minister in placement an amount determined by the Synod shall be paid into the Fund by each Church Council or other appropriate body.
 - b. The Church Council or other appropriate body shall be responsible for the payment of the Ministers stipend package whilst the Minister is on long service leave. The relevant Ministerial charges shall also be paid by the Congregation.
 - c. The Fund will reimburse the Congregation or other appropriate body the equivalent of the minimum stipend plus the congregation accommodation allowance and motor vehicle depreciation and standing charges and the Ministers Benefit Fund and Beneficiary Fund contributions.
 - d. The Church Council or other appropriate body shall meet the cost of supply, including the Ministers Benefit Fund and Beneficiary Fund contributions.
 - e. In addition to the reimbursement set out in 11.2.15 c, the Fund will meet the cost of the Professional Development Allowance where a Minister awaiting placement provides supply at the same proportion of time as the Minister on Long Service Leave.

OPTION TO CASH OUT LONG SERVICE LEAVE

- 11.2.17 a. On completion of ten (10) years continuous service and subject to written agreement between the Stipends Sub Committee and the Minister, up to five (5) weeks leave entitlement may be converted to a cash payment in lieu of leave.
- b. The cash in lieu of leave payment will be made from the Fund and will be the minimum stipend plus the congregation accommodation allowance and motor vehicle depreciation and standing charges. A portion as determined by the Stipends Sub Committee can be paid into the Minister's Fringe Benefit Account.
- 11.2.18 The Stipends Sub Committee shall have power to deal with exceptional cases.
- 11.2.19 The Stipends Sub Committee shall make reciprocal arrangements with other Synods as required.