

**THE ANGLICAN DIOCESE OF GRAFTON  
MINISTRY UNIT PROCEDURES**

<b>SUBJECT: PARENTAL LEAVE FOR CLERGY</b>		<b>PROCEDURE REFERENCE NUMBER</b> MUP-001
<b>DATE APPROVED</b> 2 July 2015 by Bishop-in-Council		<b>REVISION NUMBER</b> Original
<b>POLICY IMPLEMENTATION DATE</b> 2 July 2015	<b>REVIEW DATE AND FREQUENCY</b> 2 Yearly	<b>RESPONSIBLE FOR REVIEW</b> Stipend Review Committee

### **1.0 PURPOSE**

In recognition of the parenting responsibilities that clergy may hold at the same time as their vocational calling, the provision of parental leave both honours parental responsibilities while also providing certainty about the ministry expectations at what can be a time of change and uncertainty.

### **2.0 SCOPE**

This policy refers to stipended clergy in all Ministry Units (including Parishes) except where that clergy person is employed under an industrial award. (Note: For those clergy employed under an industrial award, the terms of the award and the National Employment Standards take precedence.)

### **3.0 MATERNITY LEAVE**

#### **3.1 Eligibility for Leave**

- (a) Maternity leave for married clergy who become pregnant is available for a period of up to and including 52 weeks, taken as an unbroken period, to care for a child in the first year of the child's life.
- (b) Leave will be available to clergy serving full-time or part-time and holding the Bishop's licence provided that such service has been continuous for not less than 12 months in this Diocese immediately before the date of application to the Bishop.
- (c) The timing of such leave shall be arranged mutually with the Ministry Unit but normally shall commence one month prior to the expected date of birth.
- (d) Arrangements for leave and continuity of ministry are to be concluded three months before the expected date of birth and be approved by the Bishop.

#### **3.2. Payment During Leave**

- (a) The period of paid parental leave for eligible clergy shall be not greater than 14 weeks (excluding paid annual leave and long service leave)
- (b) Payment for the period specified in 3.2(a) shall comprise:
  - (i) The clergy person's usual stipend level (The funds for this part of the benefit are to be sourced from the Clergy Relocation Fund);

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- (ii) The clergy person shall receive superannuation at their usual rate (The funds for this part of the benefit are to be sourced from the Clergy Relocation Fund);
- (iii) Housing with power and telephone, or the equivalent in allowances (This benefit is to be provided by the clergy person's Ministry Unit);
- (iv) Any other allowance usually provided to the clergy person (This benefit is to be provided by the clergy person's Ministry Unit); and
- (v) Contributions will be made to the Long Service Leave Fund on behalf of the clergy person for the period of paid parental leave (The cost of this contribution will be charged to the Ministry Unit).

**3.3. Other Provisions**

- (a) Any period of paid Annual Leave during the period of parental leave will be additional to the period in 3.2 (a) and will be funded by the Ministry Unit and paid through the Diocesan Payroll;
- (b) Any period of paid Long Service Leave during the period of parental leave will be additional to the period in 3.2 (a) and will be contingent on the clergy person's eligibility for leave through the Long Service Leave Fund;
- (c) Paid parental leave will count as service for Long Service Leave entitlements and annual and personal leave entitlements will accrue. Unpaid parental leave will not count as service and leave will not accrue during that period.
- (d) The position occupied prior to leave being granted will be held for a maximum of 52 weeks, or for the period of leave applied for. The clergy person must, at least 12 weeks before the expiration of this maximum 52 week period, state her intention of returning to that position. She may negotiate a return to work programme after an agreed period of leave not exceeding 52 weeks parental leave or be deemed to have resigned from that position.
- (e) If a housing allowance had been being paid to the clergy person, this will not be paid during the period of unpaid parental leave.
- (f) If accommodation is provided and the clergy person wishes to remain in that accommodation during the period of parental leave, the clergy person on unpaid parental leave may be required to pay rent for that accommodation, at a rate that is agreed mutually between the clergy person and the Churchwardens.

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#### **4.0 PATERNITY LEAVE**

##### **4.1. Eligibility for Leave**

- (a) Paternity Leave for married clergy whose wife becomes pregnant is available for a period of up to and including 52 weeks, taken as an unbroken period, to care for a child in the first year of the child's life.
- (b) Leave will be available to clergy serving full-time or part-time and holding the Bishop's licence, provided that such service has been continuous for not less than 12 months in this diocese immediately before the date of application to the Bishop.
- (c) There are two forms of leave, short paternity leave or extended paternity leave:
  - (i) Short paternity leave is available for up to six working days at the time of the applicant's wife's confinement.
  - (ii) Extended paternity leave is available for a further unbroken 51 weeks, up to the child's first birthday. Any period of maternity leave taken by the applicant's wife reduces the entitlement to extended paternity leave, except that 6 days short paternity leave taken at the time of confinement is allowed if his wife is also on maternity leave during that time.
- (d) Arrangements for leave and continuity of ministry are to be concluded three months before the expected date of birth and be approved by the Bishop.

##### **4.2. Payment During Paternity Leave**

- (a) Where the applicant is a stipended clergy person, extended paternity leave is be paid for up to 6 working days except that any outstanding leave, currently available, may be taken as paid leave during the 52 weeks. In each of these cases, the applicant's Ministry Unit shall be responsible for funding of any paid leave taken.
- (b) Periods of paid parental leave will include employer contributions to the clergy person's superannuation fund.

##### **4.3. Other provisions:**

- (a) As far as practicable, where paternity leave has been granted for a period exceeding 6 weeks, the person on paternity leave is to give at least four weeks written notice to the bishop of an intention to return to work.

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- (b) If a house is provided, a clergy person on paternity leave will be responsible for rent, at a mutually agreed rate, during a period of unpaid leave. If a housing allowance has been paid, this will not be paid during the period of unpaid leave.

## **5.0 ADOPTION LEAVE**

### **5.1 Eligibility for Leave**

- (a) A clergy person who submits to the Bishop satisfactory evidence of being an approved applicant for the adoption of a dependent child and of the date of placement of that child and declares that he or she is the major carer for that child shall be entitled to Adoption Leave, being a period of leave up to and including 52 weeks, taken as an unbroken period, to care for an adopted child commencing from the date of placement.
- (b) Leave will be available to clergy serving full-time or part-time and holding the Bishop's licence provided that such service has been continuous for not less than 12 months in this Diocese immediately before the date of application to the Bishop.
- (c) The timing of such leave shall be arranged mutually with the Ministry Unit and require the approval of the Bishop.

### **5.2 Payment During Adoption Leave**

- (a) The period of paid adoption leave for eligible clergy shall be no greater than 14 weeks (excluding paid annual leave and long service leave)
- (b) Payment for the period specified in 5.2(a) shall comprise the same as that listed in 3.2(b) of this procedure.

### **5.3 Other provisions:**

All other provisions for Adoptive Leave are as for Maternity Leave in Section 3.3

## **6.0 GENERAL PROVISIONS**

- 6.1** To provide ministry in the absence of clergy on parental leave, the Bishop after consultation with the Ministry Unit concerned appoint a Locum Tenens or approve some other suitable arrangement. In such cases, the Ministry Unit will be responsible for any remuneration or other costs related to the Locum Tenens or agreed ministry

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arrangement. Such appointments or arrangements shall not extend beyond the approved period of parental leave.

- 6.2** A member of the clergy on parental leave may resume his or her ministry at any time before the expiry of such leave provided he or she gives at least four weeks notice to, and receives the agreement of, the Ministry Unit. There will be no obligation on the Ministry Unit to accept a change to previously agreed arrangements.
- 6.3** If the mother's pregnancy terminates otherwise than by the birth of a living child or the child later dies, or the adoption does not proceed, the period of parental leave concludes and compassionate leave will be granted. The duration of this compassionate leave is at the discretion of the Bishop in consultation with the Churchwardens.
- 6.4** In the event a member of the clergy who has been granted parental leave ceases to be the primary care-giver during the course of such leave, the leave shall conclude.
- 6.5** On the conclusion of parental leave, the member of the clergy shall return to the position he or she held immediately before he or she commenced such leave. If that position is no longer available but he or she is qualified for, and can exercise the duties of, other available positions in the diocese, he or she shall, if possible, be appointed to whichever of those positions is nearest in status and remuneration to this previous position.