

APPLICATION/APPROVAL OF LEAVE

Charge Name: _____

Ministry Worker: _____

Dates of Annual Leave: ____/____/____ to ____/____/____ inclusive

Dates of Long Service Leave: ____/____/____ to ____/____/____ inclusive

No. of weeks: _____

Dates of Sick Leave: ____/____/____ to ____/____/____ inclusive
(* see note below)

Signed: _____
Ministry Worker

Date: ____/____/____

Approved by Session on: ____/____/____

Signed: _____
Session Clerk

Date: ____/____/____

* Sick Leave - Please see Regulation 110:15-18

If a period of sick leave exceeds 5 days, then the ministry worker needs to obtain a medical certificate and forward it to the Clerk of Presbytery, who should forward a copy to Church Office.

The Accident and Sickness Fund will reimburse the congregation for 50% of the ministry worker's Stipend and EPFB after the first month of sick leave. The travelling allowance is also reduced to 75% of the normal travelling allowance after the first month. Adjusted monthly remittance figures will be provided to the Charge Treasurer in due course after approval.

It would be appreciated if the Charge sent sick leave dates direct to the Church Office (churchoffice@pcq.org.au) when it is anticipated sick leave will **exceed** 1 month.

**After completion, please send a copy to churchoffice@pcq.org.au
and keep a copy for the Charge records.**