

## TIME OFF AND LEAVE (INCLUDING FAMILY FRIENDLY POLICIES)

**Information for Clergy who hold their *Office with Common Tenure* (and in some cases Freehold) terms**

Relating to Health and Welfare

### Time Off

Time away from work and clerical responsibility is a vital factor in the wellbeing of those in ministry and their relationships with those close to them. Time for rest and re-creation is a biblical principle which should be at the heart of a ministry which models for others self-respect and a healthy way of working.

Parishes and those who are responsible in the setting in which clergy minister (e.g. PCCs, churchwardens, incumbents) have a duty to enable clergy to take sufficient free time and to protect them from intrusion. This may involve the provision of another person to cover public worship, office time and administration. PCCs and other responsible bodies should review this provision annually.

### Weekly Rest period

It is recommended that all clergy (with or without stipend) and licensed lay ministers take at least 24 hours off each week, or 48 hours a fortnight. For those on Common Tenure, this is also an entitlement. Additional time off should be carefully considered in the light of stressful work and personal circumstances.

The Rest period should not be taken on a Sunday, unless the Sunday comes within agreed Annual Leave (see below), or on a major festival of the Church, unless permission has been obtained from the Suffragan Bishop.

### Annual Leave

The Bishops recommend that all full time stipendiary clergy and licensed lay ministers take 36 days' annual leave (days that would normally be considered working days) including a minimum of four Sundays and up to a maximum of six Sundays in each leave year. (This allowance of 36 days replaces the previous guidelines of four weeks including the Sundays and the inside of a week after both Christmas and Easter) For those on Common Tenure, this is also an entitlement. Part time clergy and licensed lay ministers should take an appropriate proportion of the 36 days. The specific number of annual leave days should be detailed in their Ministry Specification and/or their Statement of Particulars.

Annual leave may not be taken on the major festivals of the Church unless permission has been obtained from the Suffragan Bishop.

For annual leave purposes the year runs from 01 January to 31 December each year. Untaken annual leave can only be carried over into the following year with the agreement of the bishop.

Incumbents must ensure that this time off is taken by their stipendiary assistants, and that self-supporting ministers have comparable periods free from parochial duties.

Whilst it is the legal responsibility of incumbents to ensure that during their holidays their duties are covered and officiants are paid when eligible, it is the PCC's responsibility to pay fees and expenses to visiting clergy.

Cover for holiday periods and payments to visiting clergy may be arranged through the Clerical Registry. Contact details are contained in the current Diocesan Directory. Churchwardens and other church officers should be made aware of this provision.

All clergy should notify their Area Dean when they will be on holiday.

### Bank Holidays

All clergy and licensed lay ministers are entitled to statutory bank holidays in addition to their annual leave entitlement. When it is not possible to take the actual bank holiday off (for instance, because it is a major festival or usual weekly rest period) a day in lieu should be taken.

### Special Leave

The Bishops may also grant an additional period of special leave, of usually no more than 2 weeks, in particular circumstances. Special leave is designed to support clergy when emergencies arise – particularly those related to children or dependents.

A dependent is defined as the partner, child, or parent, or someone who lives with the office-holder as part of their family. In cases of illness, injury or where care arrangements break down, a dependent may also be someone who can reasonably be said to rely on the office holder for assistance; for instance a parent or grandparent who lives elsewhere but who relies on the office holder for assistance.

The Diocese recognises that circumstances and the nature of relationships vary. Each case will be assessed individually and will be considered on its merits.

Maternity, paternity, parental and adoption leave and time off work to receive ante-natal care **Note: This section will be replaced with a section entitled Family Friendly Policies shortly**

The diocese observes the Archbishops' Council's Directions prescribing the entitlement of office holders under Common Tenure to Maternity, Paternity, Parental and Adoption Leave and Time Off to Care for Dependents. The diocese extends these entitlements to all clergy regardless of their tenure.

It should be noted that the law in this area is complex and fast moving. It is therefore advisable that any clergy interested in finding out more about maternity, paternity, parental and adoption leave and time off work to receive ante-natal care should contact the Head of HR at the diocesan office for advice and a copy of the most up to date Family Friendly policy.

#### Time off work to care for dependants

Clergy are entitled to request time off, or adjustments to the duties of the office, to care for dependants in accordance with the Ecclesiastical Offices (Terms of Service) Directions 2010. Contact the Head of HR at the diocesan office for advice and a copy of the most up to date Family Friendly policy.

#### Time off for public duties

All clergy are entitled to spend some time on public duties but this must be discussed with the Bishop or Archdeacon. Public duties include work done for a public authority, a court, a tribunal, charity or trade union.

If a member of clergy is called for jury service they are required to claim the attendance allowance. Please contact the Finance Department for further guidance.

**Document Owner: The Head of Human Resources**

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