

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

<b>SUBJECT: PARENTAL LEAVE - MINISTRY</b>		<b>PROCEDURE REFERENCE NUMBER</b> MUP-001
<b>DATE APPROVED</b> 1 September 2022 by Bishop-in-Council		<b>REVISION NUMBER</b> Revision 1 Replaces original of 2 July 2015
<b>POLICY IMPLEMENTATION DATE</b> Immediate	<b>REVIEW DATE AND FREQUENCY</b> As required but at least 3 yearly	<b>RESPONSIBLE FOR REVIEW</b> Stipends and Allowances Committee

### **1.0 PURPOSE**

In recognition of the parenting responsibilities that a Minister 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 licensed clergy and lay ministers who are in receipt of a stipend and excluding appointments of less than a year (“Minister”) in a Ministry Unit (e.g. a Parish) except where that person is employed under an industrial award. (Note: For those 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 Ministers 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 Ministers 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 at least 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 Ministers 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 Minister’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 Minister's superannuation paid to a nominated complying fund of the Minister's choice 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 Minister's Ministry Unit);
- (iv) Any other allowance usually provided to the Minister (This benefit is to be provided by the Minister's Ministry Unit); and
- (v) Contributions will be made to the Long Service Leave Fund on behalf of the Minister 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 payment of Accrued 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 Minister'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 Minister 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) Where a housing allowance was being paid to the Minister, this allowance will continue up until 26 weeks of parental leave (paid plus unpaid) has been taken.
- (f) Where accommodation is provided and the Minister wishes to remain in that accommodation during the period of parental leave, the Minister and family may continue to occupy the church provided accommodation up until 26 weeks of parental leave (paid plus unpaid) has been taken. For periods in excess of 26 weeks, the Ministry Unit may decide to charge rent for that at a rate that is

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agreed mutually between the Minister and the Churchwardens, and subsequently approved by the Bishop.

#### **4.0 PATERNITY LEAVE**

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

- (a) Paternity Leave for a married Minister whose spouse 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 a Minister 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 spouse's confinement.
  - (ii) Extended paternity leave is available for a maximum further unbroken 51 weeks, up to the child's first birthday, except that the sum of maternity leave and paternity leave taken by the couple may not exceed a maximum of 53 weeks.
- (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 Minister, paternity leave is to 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 the funding of any paid leave taken.
- (b) Periods of paid parental leave will include employer contributions to the Minister's superannuation fund.

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**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.
- (b) The treatment of housing allowance or provided housing is the same as in 3.3(e) and 3.3(f) of this procedure.

**5.0 ADOPTION LEAVE**

**5.1 Eligibility for Leave**

- (a) A Minister 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 a Minister 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 requires the approval of the Bishop.

**5.2 Payment During Adoption Leave**

- (a) The period of paid adoption leave for eligible Ministers 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 Adoption Leave are as for Maternity Leave in Section 3.3

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**6.0 GENERAL PROVISIONS**

- 6.1** To provide ministry in the absence of a Minister on parental leave, the Bishop, after consultation with the Ministry Unit concerned, may 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 arrangement. Such appointments or arrangements are to be within the approved period of parental leave unless otherwise determined by the Bishop.
- 6.2** A Minister 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 Bishop and the Ministry Unit. There will be no obligation on the Bishop to accept a change to previously agreed arrangements.
- 6.3** Where a Minister on parental leave desires to return to work on reduced hours due to family responsibilities, the Minister and the Churchwardens shall work constructively on facilitating those arrangements. The final approval of any such arrangements will be at the discretion of the Bishop.
- 6.4** 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.
- 6.5** In the event a Minister who has been granted parental leave ceases to be the primary care-giver during the course of such leave, the leave shall conclude.
- 6.6** In circumstances where both parents are Ministers, each shall have an entitlement under this procedure with the exception that any provisions for maintaining of housing or housing allowance shall be for the household and not individually.
- 6.7** On the conclusion of parental leave, the Minister 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.