



Minister to complete

Long service leave is administered in accordance with Synod By-Laws Q 3.4.1 to Q 3.4.11.

Long service leave eligibility
 confirmed with Payroll

Yes No

Name

Congregation/organisation name

Presbytery

First date of leave

 / /

Last date of leave

 / /

Date of return to work

 / /

Total leave (*months*)

1 month 2 months 3 months

Will manse be available
 for a supply minister?

Yes No

If yes, what is the address of the manse?

Are there any special requests you make of the Supply Minister?

Signature

Minister signature

 / /

Date

Presbytery to complete

Leave request approved by Presbytery

Yes No

Will a Supply Minister be arranged to cover this position?

Yes No

Signature

Presbytery Minister signature

 / /

Date

Presbytery Minister full name

Contact number

<i>Office use only</i> LeaveAp05/2011	Received date / /	Actioned by	Actioned date / /	Checked by
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