

ANNUAL HOLIDAYS

POLICY STATEMENT

This policy only deals with the provision of annual holidays.

Presbyters and Deacons are entitled to five weeks' annual holidays on pay with the Methodist Church of New Zealand.

DEFINITIONS

Five weeks' holiday – A Presbyter is to be allowed the equivalent of five normal working weeks as annual holidays. This applies to part-time Presbyters as well as to full-time Presbyters. A “normal” working week for a Presbyter engaged in full time Ministry is five days per week. Therefore a full time Presbyter is entitled to 25 days of paid annual holiday (non accumulating) and part time Presbyters are entitled to a pro rata of this.

Ordinary monthly stipend is the amount a Presbyter receives for an ordinary calendar month and as provided from time to time in Information Leaflet Number 25.

Average daily stipend is $1/312^{\text{th}}$ of a Presbyter's annual stipend.

APPLICATION

This policy applies to “permanent” Presbyters engaged in either full-time or part-time Ministry.

Temporary and casual Presbyters are usually engaged for short and non regular periods of Ministry and are not covered by this policy document.

TAKING HOLIDAYS

Since the purpose of annual holidays is to give Presbyters time for rest and recreation, Presbyters must take their annual holidays within 12 months of the date on which they become entitled to holidays.

Unused annual holidays will not be carried over from one year to another unless the appropriate person [Parish Steward or Board Chair] has

approved the carryover of any unused leave from one year to another. This approval must be sought each year from the appropriate person.

At no time can annual holidays of a Presbyterian be “cashed up”.

When a Presbyterian changes their appointment, no annual leave is able to be transferred to the new appointment. Any leave not taken is forfeited.

Holidays are to be taken at times that are agreed between the Presbyterian and Parish or other Entity that the Presbyterian is engaged to provide Ministry in, provided that:

- Normally, no more than three weeks of annual holiday may be taken at any one time
- If the Parish or other Entity in which the Presbyterian is engaged in and the Presbyterian cannot agree when the Presbyterian is to take his or her annual holidays, the Methodist Church of New Zealand may require the Presbyterian to take the holidays on specified dates, but shall give the Presbyterian at least four weeks’ written notice of the requirement to take the holidays.

Before starting any period of annual holidays, and as far in advance of the proposed leave as possible, Presbyterians must complete a *Leave Application Form* and submit it to the appropriate person for approval.

CALCULATING LEAVE TAKEN

A full time Presbyterian or Deacon would count as leave days all days taken as leave excluding their normal day off and any Statutory holidays that fall within the period of annual holidays to be taken. Note: Sunday would count as a half day if only engaged in Church activity in the morning.

A part time Presbyterian or Deacon would count as the leave days taken as the days normally worked in any period. For those working in a position which is NOT fulltime the number of days leave is reduced by the proportion, e.g. A Presbyterian working .5 of a FTE will have 2.5 days deducted in a week of annual holidays.

ANNUAL HOLIDAYS PAY

While on annual holidays, Presbyterians will be paid at their ordinary daily stipend rate at the time the Presbyterian goes on leave.

Annual holiday pay will be paid to Presbyterians in the pay period or periods which cover the period of a Presbyterian’s holidays subject to the *Leave*

Application Form being received by the 3rd working day of the calendar month.

HOLIDAYS IN ADVANCE

There is no provision for a Presbyterian to take annual leave in advance of their entitlement.

HOLIDAYS IN CONJUNCTION WITH OTHER LEAVE

Annual holidays may be taken in conjunction with:

- (a) Study Leave, provided that the provisions of the approval and taking of Study Leave are followed (*See Study Leave Policy*),
OR
- (b) Long Service Leave, on the provision that the combined leave to be taken is no more than 13 weeks (*see Long Service Leave Policy*).

SICK LEAVE

If a Presbyterian or the Presbyterian's spouse or dependant is sick or injured while the Presbyterian is taking annual holidays, the Methodist Church of New Zealand may agree to treat the period of sickness or injury as sick leave (*see Sick Leave Policy*).

If a Presbyterian or the Presbyterian's spouse or dependant is sick or injured before the Presbyterian starts an agreed period of annual holidays, the Presbyterian may take the period of sickness or injury as sick leave (*see Sick Leave Policy*).

A Presbyterian who has exhausted his or her entitlement to sick leave may, with the consent of appropriate person, have any absence from work as a result of sickness or injury treated as a period of annual holidays and such period will be deducted from their annual holiday entitlement.

BEREAVEMENT LEAVE

If a Presbyterian suffers a bereavement while he or she is taking annual holidays, the Presbyterian may take the affected period as bereavement leave rather than annual holidays (*see Bereavement Leave Policy*).

If a Presbyterian suffers a bereavement before the Presbyterian starts an agreed period of annual holidays, the Presbyterian may take bereavement leave for the affected period rather than annual holidays (*see Bereavement Leave Policy*).

A Presbyterian who has exhausted his or her entitlement to bereavement leave may, with the consent of the appropriate person, have any absence from work as a result of bereavement treated as a period of annual holidays.

PUBLIC HOLIDAYS

When a public holiday falls while an Presbyterian is taking annual holidays, and falls on a day that would have been a working day had the Presbyterian not been taking annual holidays, the day will be treated as a public holiday and not as a day of annual holidays (see *Public Holidays Policy*).

FOR FURTHER DETAIL

Information Leaflet No 7

see <http://il.methodist.org.nz>

Policy approved by: President

Policy in effect from: 1st February 2016

Policy to be reviewed by: General Secretary and Stipends Committee

Person responsible for policy: General Secretary

SIGNING OF LEAVE APPLICATION FORM

ENTITY WITHIN THE CHURCH	APPROPRIATE PERSON TO SIGN LEAVE APPLICATION FORM
Parish	Parish Steward
Trust or Board	Chairperson of the Trust or Board