Long Service Leave Application Form

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| UCALOGO6 Uniting Church in Australia  Synod of Victoria and Tasmania | Long Service Leave Application |
| **Version: LSLA v003** |
| When / How to Use This Form This form is to be completed by a minister when applying for long service leave.  On completion of this form please forward to your Presbytery PRC for approval.  Presbytery on approval please forward to:  [payroll@victas.uca.org.au](mailto:payroll@victas.uca.org.au) | |

SECTION 1: GENERAL INFORMATION – MUST BE COMPLETED BY MINISTER

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1 Minister’s Name |  | | | | | | | |
| 1.2 Address |  | | | | | | | |
|  | | | | | | | |
| 1.2 Contact Numbers |  | |  | | | | | |
| BH | | Mobile | | | | | |
| 2 LSL Details | Ministers who will take LSL should complete 2.1 below.  Ministers who are retiring and seek payment in lieu of LSL should complete 2.2 | | | | | | | |
| 2.1 LSL Dates |  |  | | | |  | | |
| 1st Day of Leave | Last Day of Leave | | | | No of Weeks | | |
| 2.2 Retirement date |  | | | | | | | |
| 3 GRANT Payment | Please advise how you would like to receive payment of your Grant. You can transfer up to 100% into your MBA account. Please circle and complete where applicable: | | | MBA Transfer  please write the percentage \_\_\_\_\_\_\_\_% | | | | All paid as wages |
| Ministers Signature |  | | | | Dated | |  | |

SECTION 2: PRESBYTERY APPROVAL

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| Presbytery of: |  |  |
| **Date of Approval** |
| Approved by PRC |  |  |
| PRC - Please Sign your name above | PRC - Please Print your name above |
| Secretary Contact Details |  | |
|  | |
| Secretary Contact Numbers |  |  |
| BH | Mobile |

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| --- | --- |
| Office Use Only |  |
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Long Service Leave Information and Processes

1 Entitlements whilst on Long Service Leave

1.1 Ministers who are on Long Service Leave (LSL) will receive the following entitlements which will be paid from the Long Service Leave Fund, pro rata for part time:

(a) Minimum stipend

(b) Long Service Leave Grant of 65% of current stipend, paid per week of LSL

(c) Travel allowance calculated at the rate of the current 5,000 km per annum rate

OR

Where a minister in a placement is provided with a motor vehicle that arrangement will continue during Long Service Leave

(d) Personal Resource Development Grant

1.2 Where a minister in a placement is provided with a manse allowance by the congregation / sponsoring body, that arrangement will continue during the period of Long Service Leave

1.3 As Minister not in placement may apply for Long Service Leave

2 Payment in lieu of Long Service Leave

Where a minister retires or resigns in good standing then the total remaining balance of accrued LSL entitlements will be paid out from the LSL Fund as per 1.1 above.

3 Supply Arrangements and Costs of Supply

Arrangements for and costs of supply ministry during the period of the minister’s Long Service Leave are the responsibility of the congregation / sponsoring body, including costs of accommodation, travel and any other supply ministry costs.

4 Long Service Leave application process

The minimum period of LSL is 4 weeks. For additional information please refer to the UCA Handbook of Ministerial Provisions and Charges Section 9.10

(a) Minister

In order to apply for Long Service Leave, the minister completes page one of this form and submits it to the relevant presbytery for approval.

(b) Presbytery PRC

The Presbytery PRC authorises the minister’s Long Service Leave by signing where indicated on page one of this form and then forwards the completed form to:

[payroll@victas.uca.org.au](mailto:payroll@victas.uca.org.au)

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| Service | Accrued Long Service Leave |
| 7 years | 6.09 weeks |
| 10 years | 8.66 weeks |
| 11 years | 9.53 weeks |
| 12 years | 10.4 weeks |
| 13 years | 11.27 weeks |
| 14 years | 12.13 weeks |
| 15 years | 13.00 weeks |

Payroll Services arranges payment of Long Service Leave in accordance with dates which are provided on page one of this form.

5 Accrual of Long Service Leave entitlements

Long Service Leave accrues 1 week per year after 15 years of service