



Minister to complete

Long service leave is administered in accordance with Synod By-Laws Q 5.3, the Ministry Agent Leave [policy](#) and [procedure](#). The intention to take long service should be made at least three months in advance.

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

Payment rate for leave period Placement % Half placement % 100% (P/T placements only) time only

Will manse be available for a supply minister? Yes No

If yes, what is the address of the manse?

Postcode

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

Minister's signature

Date

Presbytery to complete

Leave request approved by Presbytery Yes No

Will a Supply Minister be arranged to cover this position? Yes No

Presbytery Minister's signature

Presbytery Minister full name

Contact number

Date

Office use only	Received date	Actioned by	Actioned date	Checked by
-----------------	---------------	-------------	---------------	------------