

DIOCESE OF ARMIDALE

LAY PASTORAL WORKERS' LONG SERVICE LEAVE ORDINANCE 1992
(An Ordinance to provide for Long Service Leave for Lay Pastoral Workers in this Diocese)

WHEREAS it is expedient to provide for Long Service Leave for Lay Pastoral Workers within the Diocese of Armidale

NOW The Synod of the Diocese of Armidale ordains and rules as follows:

1. For the purposes of this ordinance a Lay Pastoral Worker is someone who with the authorisation of the Bishop does lay pastoral work within a parish of the Diocese, or within the Diocese at large, and who is in a full-time or part-time and remunerated capacity.
2. After a qualifying period of four years continuous unbroken service by a Lay Pastoral Worker, long service leave contributions shall be made on his or her behalf.
3.
 - A. The amount of Long Service Leave to which a Lay Pastoral Worker becomes entitled is:
 - i. In the case of a Lay Pastoral Worker who has completed 10 years service, a period of 10 weeks.
 - ii. On completion of each 5 years service after such 10 years service, a period of 5 weeks.
 - B. Where a Lay Pastoral Worker resigns or dies, or whose service has been terminated after having qualified for Long Service Leave, his or her Long Service Leave entitlements will be determined by the Bishop and the Registrar.
4. Leave may be taken in one continuous period or if the Lay Pastoral Worker and Parish or other concerned Diocesan Body so agree, in periods of no less than 3 weeks.

The period of Long Service Leave shall be exclusive of Annual Holidays but inclusive of all other Public Holidays.

5. Where the percentage (hours) of employment has remained constant during the applicable years, the amount of payment shall be deemed to be the average weekly pay earned by him or her during the period of 12 months immediately preceding the date he or she enters into Long Service Leave.

Where the percentage (hours) of employment has changed during the applicable years, the amount of payment shall be calculated by multiplying the average percentage (hours) of employment over those years, and what would be the average 100% weekly pay earned by him or her during the period of 12 months immediately preceding the date he or she enters into Long Service Leave.

The Parish or Diocesan Body responsible for the Lay Pastoral Worker's stipend shall continue to pay the Lay Pastoral Worker while on leave, and such Parish or Diocesan Body shall be reimbursed by the Registrar from the Diocesan Lay Pastoral Workers' Long Service Leave Fund.

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6. In cases where housing is normally provided, a supplementary rental allowance be paid for the period of Long Service Leave, at the rate of 35.5% of the deemed rate of pay in respect of that period of leave.
7. The Diocesan Registrar shall establish a Diocesan Lay Pastoral Workers' Long Service Leave Fund to which Parishes or Diocesan Bodies with Lay Pastoral Workers who have qualified for participation shall pay, on a monthly basis, contributions equal to 4% of the monthly stipend of their Lay Pastoral Worker.

In the event of any deficiency arising in that fund for provision of any benefit payable, such deficiency shall be contributed to the fund in such a manner as the Diocesan Council may determine.

8. The Diocesan Registrar shall keep a Lay Pastoral Workers' Long Service Leave Record.
9. This Ordinance may be cited and known as the 'Lay Pastoral Workers' Long Service Leave Ordinance 1992'.