The Administration Board recommends that stipendiary clergy and vestries observe the following as a minimum provision for clergy holidays and other “time-off”:–

**Holidays**

1. Five weeks basic holiday per annum (25 days), plus an additional ten days being equivalent to annual public holidays.

2. The congregation should be responsible for funding the costs of a “locum tenens” for up to five Sundays per annum to enable the clergy to take a holiday.

3. On the basis of a five day “working week” for clergy, the intention of the above provision is therefore that clergy should have annual leave of 35 days of which no more than 5 should be Sundays. (As mentioned above, bank/public) holidays are to be regarded as included within this provision rather than in addition to it.

**Time Off**

4. At least two days off in every seven.

**General**

5. Vestries should have power to augment the minimum standard set out above where exceptional circumstances pertain.

6. Vestries should ensure that they, and their congregations, are aware of and abide by the arrangements made with their clergy in relation to holidays and time-off and should encourage clergy to take holiday and time-off in accordance with such arrangements.

7. The above principles should apply to part-time appointments on a pro-rata basis.

Approved and adopted by General Synod, June 2021