

ADMINISTRATION BOARD

GUIDELINES CONCERNING HOLIDAY AND “TIME OFF” PROVISION FOR STIPENDIARY CLERGY

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