

# Minister Long Leave Application Form



- Please ensure that there is sufficient Long Leave to cover the application period.
- Please complete the form in full and include contact information.
- **Email the completed and signed form back to: [longleave@nswact.uca.org.au](mailto:longleave@nswact.uca.org.au)**
- If you have any questions, please contact us via: [longleave@nswact.uca.org.au](mailto:longleave@nswact.uca.org.au)

## MINISTER DETAILS

MINISTER NAME

PLACEMENT APPOINTING BODY

ID

PLACEMENT PERCENTAGE

EMAIL

PHONE

## LEAVE DETAILS

FROM (FIRST DAY OF LEAVE)

TO (LAST DAY OF LEAVE)

TOTAL WEEKS

DD/MM/YYYY

DD/MM/YYYY

## SIGNATURE

MINISTER

SIGNATURE

SIGN HERE

DATE

DD/MM/YYYY

## PLACEMENT APPOINTING BODY DETAILS FOR LONG LEAVE APPLICATION APPROVAL

PLACEMENT APPOINTING BODY REPRESENTATIVE

EMAIL

PHONE

BANK

BSB

ACCOUNT NAME

ACCOUNT NO

REPRESENTATIVE SIGNATURE:

SIGN HERE

DATE

DD/MM/YYYY

► Completed on next page

# Minister Long Leave Application Form *(Continued)*

## SUPPLY MINISTRY DETAILS (MINISTER TO ARRANGE SUPPLY)

I have arranged the following for supply services:

## PAYROLL SERVICES

PLEASE NOMINATE THE ENTITY RESPONSIBLE FOR THE MINISTER'S PAYROLL:

LOCAL CONGREGATION/PRESBYTERY

SYNOD PAYROLL BUREAU SERVICE

NATIONAL ASSEMBLY - PAYROLL

## REMUNERATION

### MINISTER ONLY

**!** PLEASE SUBMIT A RECENT PAYSリップ **AND** TOTAL REMUNERATION SUMMARY SO WE CAN REIMBURSE THE CORRECT AMOUNT BASED ON THE TOTAL REMUNERATION PACKAGE.

## PRESBYTERY DETAILS AND APPROVAL OF SUPPLY ARRANGEMENT TO YOUR APPOINTING BODY

PRESBYTERY REPRESENTATIVE

EMAIL

PHONE

REPRESENTATIVE SIGNATURE

SIGN HERE

DATE

DD/MM/YYYY

### SECRETARIAT OFFICE USE ONLY

**1. Advise Appointing Body of request approval and processing**

**2. Advise Minister of request approval and processing**

**3. Request processed through:**

Payroll                  Accounts Payable

**4. Request processed:**

Date:

DD/MM/YYYY