

SECTION 3 - Personnel

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3.10.1 Purpose

To ensure all employees, clergy and lay, of the Territory of the People have access to leave during their employment with the Territory according to the [BC Employment Standards](#).

3.10.2 Definitions (from the BC Employment Standards Act)

“Employee” A person who works for another and is entitled to wages, regardless of whether they are employed on a part-time, full-time, temporary, or permanent basis, and includes:

- (a) a person, including a deceased person, receiving or entitled to wages for work performed for another,
- (b) a person an employer allows, directly or indirectly, to perform work normally performed by an employee,
- (c) a person being trained by an employer for the employer's business,
- (d) a person on leave from an employer, and
- (e) a person who has a right of recall;

“Immediate family” includes:

- a) the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee,
- b) the child or parent of an employee's spouse, and

- c) any person who lives with an employee as a member of the employee's family;

A broad and liberal interpretation of “immediate family” is considered by the director of BC Employment Standards to include common-law spouses, step-parents, and step-children, or same sex partners and their children.

Any persons will be included as “immediate family” if they reside with the employee as a member of that employee’s family.

An exchange student residing with the employee’s family would be considered “immediate family.”

3.10.3 Leaves of Absence

- 3.10.3.1 It is the policy of the Territory of the People to permit clergy and lay employees to take a leave of absence from their area of responsibility, provided suitable alternative arrangements can be made to continue the activities of the parish or Territory service.
- 3.10.3.2 Clergy are eligible after completion of one (1) year of full-time service in the Territory, except as otherwise required by law (e.g. maternity leave).
- 3.10.3.3 Leaves of absence may be granted by the bishop for a variety of reasons. As a general rule, the leave of absence will be without salary, housing, or travel allowance. **Arrangements for the payment of benefit costs must be negotiated before the leave commences.** A leave of absence longer than three (3) months normally requires the individual to resign from his or her position and go “on leave.”
- 3.10.3.4 Parish clergy requests for leave of absence require concurrence of the church wardens and approval of the bishop. Clergy employed in Territory positions require the approval of the bishop.
- 3.10.3.5 Written application to the bishop about the proposed leave is normally made at least two (2) months in advance. Requests will be granted provided that:
 - a) the absence of the individual during the period in question will not be of significant detriment to the efficient operation of the parish or the Territory service, and
 - b) the reason for the leave of absence is warranted.
- 3.10.3.6 Except with the approval of Coordinating Council and the Bishop, no leave of absence shall be granted for longer than two (2) years, but leave granted for that period may be renewed once without the approval of Coordinating Council and the Bishop for a period not exceeding a further two (2) years.

- 3.10.3.7 Leaves may be granted for the purpose of work in mission fields for an indefinite period, to chaplains to the Armed Forces under certain circumstances, and to all other chaplains to the Armed Forces of Canada for a period of three (3) years.

3.10.4 Sick Leave

- 3.10.4.1 In cases of short-term illness, clergy are to make arrangements to ensure other clergy are available for Sunday services and for emergency pastoral ministry as required.
- 3.10.4.2 Sick Leave periods of more than three (3) days need to be developed in consultation with:
- a. The Wardens of the parish for lay employees
 - b. The Bishop of the Territory for Territory clergy and Territory staff
- 3.10.4.3 If an illness develops into a long term situation, disability insurance is available. In these circumstances the regional dean or the bishop is to be informed so suitable arrangements may be made.
- 3.10.4.4 No allowance is outlined in the BC Employment Standards regarding sick leave.
- 3.10.4.5 The Anglican Church of Canada policy states that Short Term Disability (STD) begins after two weeks sick leave for clergy and lay employees on the Benefits Plan.

3.10.5 Short Term Disability Leave

Every clergy person or other church employee remunerated through the Territory central pay system and for which E.I. premiums must be paid is eligible for sick benefits according to the law of the federal and provincial governments.

3.10.6 Bereavement / Compassionate Leave

It is the intent of this policy to provide Territory clergy, staff, and parish staff with leave in the event of a death in their family.

- 3.10.6.1 Clergy are to ensure Sunday services and emergency pastoral concerns are covered by other clergy during a time of bereavement leave. This can be developed with the regional dean and/or the bishop.
- 3.10.6.2 The minimum leave granted in these circumstances is three (3) days. The length of a leave period will be determined by the Wardens of the parish, or the Bishop of the Territory, in consultation with the clergy or staff person requesting the leave. If longer leave is needed, the wardens or the bishop are to be notified so extended arrangements may be made, which may be paid or unpaid.
- a. Leave periods up to and including one week long will be paid leave.

- b. Leave periods of more than one week need to be developed in consultation with
 - (i) The Wardens of the parish for lay employees
 - (ii) The Bishop of the Territory for Territory clergy and Territory staff

3.10.6.2 The Employment Standards Act of BC entitles employees to up to 27 weeks of **unpaid** compassionate care leave within a 52-week period.

3.10.7 Personal/Family Responsibilities

3.10.7.1 As with sick leave and compassionate/bereavement leave, clergy and lay employees are to use discretion and common sense in taking personal and family responsibility leave. This leave may be needed to care for a sick child or parent. It may be needed after an extended period of no time off resulting from pastoral responsibilities.

3.10.7.2 If a Sunday is involved, clergy are to ensure Sunday duty is assumed by another priest or, if appropriate, by a deacon or lay reader. If more than two (2) days are required, consultation with the bishop and/or the wardens is appropriate, including arrangements for pulpit supply.

3.10.8 Maternity / Parental Leave

The Territory of the People provides Maternity and Parental leave of absence to clergy and employees for the care of new-born or newly adopted children in accordance with the employment standards legislation of British Columbia. Copies of this legislation may be obtained from the Territory Office or online at: www.gov.bc.ca/EmploymentStandards

3.10.8.1 Maternity Leave

- a) Application for Leave:

Incumbents must give at least twelve (12) weeks written notice to the bishop and church wardens indicating the beginning and ending dates of the leave period.
- b) Employment Insurance (EI) provides coverage for fifteen (15) weeks (after a two week waiting period). Full stipend and travel allowance are paid only for this two (2) week waiting period. Clergy in receipt of housing and utilities allowances continue to receive these allowances during the maternity leave period.
- c) Benefits:
 - i) Pension: General Synod Pension contributions will revert to the minimum and are paid by the employee.
 - ii) CEP: Continuing Education Program will continue with the contributions paid by the Parish.

- iii) Dental and Extended Health Care coverage will continue with the contributions paid by the Parish.
- v) Group Life Insurance: coverage will continue with the premium paid 50/50 by the Parish and the Employee, and any optional insurance for additional coverage paid by the employee.
- vi) Canada Pension Plan and Employment Insurance (CPP & EI) premiums will cease during the maternity leave.

3.10.8.2 Parental Leave

a) Application for Leave:

Employees must give at least twelve (12) weeks written notice to the bishop and church wardens indicating the beginning and ending dates of the leave period.

b) Employment Insurance (EI) provides coverage for ten (10) weeks (after a two week waiting period). There will be no stipend or travel allowance paid by the Territory during parental leave. If clergy are normally in receipt of housing allowance this will continue during the parental leave period.

c) Benefits: the benefits as outlined above for maternity leave will be in force for 10 of the 18 weeks allowed. This is consistent with Employment Insurance. Any benefits continued for the last 8 weeks are at the full cost of the individual.

3.10.9 Study Leave

3.10.9.1 Clergy receive up to three (3) weeks (15 days) paid leave for approved Continuing Education in keeping with the National Churches Guidelines and Standards for Continuing Education. (Continuing Education is not to be considered part of Annual Vacation).

3.10.9.2 Vacations and Continuing Education leave are to be scheduled in such a way that the Cleric is "out of parish" for no more than five (5) consecutive weeks at a time. Exceptions shall be with the approval of the Bishop and support of the Parish Wardens.

See [Policy 3.1 Clergy Stipend and Benefits](#)

3.10.9.3 The three weeks may be taken by instalment, but there is no carry over from year to year. This leave may be used for independent study or for short courses. Study leave is to be arranged in consultation with the church wardens and the bishop.

3.10.9.4 The individual's salary paying source will continue to pay full stipend, including housing, travel allowance and benefits, and will pay for any supply ministry costs (including up to five Sundays) during the study leave.

3.10.9.5 Various funds are available to clergy to assist in continuing education. Some funding is available through the Continuing Education Plan of the

National Church and through the Territory. Information on applying for funding can be obtained from the bishop.

3.10.10 Sabbatical Leave

- 3.10.10.1 Clergy who are canonically resident in the Territory of the People and have served in full time Territory appointments for seven continuous years may apply to the bishop to be considered for sabbatical leave.
- 3.10.10.2 Written applications to the bishop about the proposed leave must be made at least six (6) months in advance. The letter of application will include a detailed outline of the proposed sabbatical program, including mention of duration, location, and specific personal or educational goals.
- 3.10.10.3 Study leave (section 3.10.8.) cannot be added to the duration of Sabbatical leave, but annual vacation time (policy 3.1.section 3.1.2) may be added.
- 3.10.10.4 See section 3.10.8 for information regarding funding for continuing education.

3.10.11 Sabbath Leave

- 3.10.11.1 Sabbath Leave is primarily concerned with a shorter period of time focussing on the refreshment of the individual. This leave allows for a fair degree of flexibility and the individual may use this time for rest, travel and study.
- 3.10.11.2 Sabbath Leave shall usually be granted for a period of one (1) to three (3) months. It is expected the individual will return to the same position after the leave period and remain in this position for not less than one (1) year.
- 3.10.11.3 The individual's salary paying source will continue to pay full stipend, including housing and benefits, except travel allowance, and will pay for supply ministry during the period of Sabbath Leave.
- 3.10.11.4 The letter of application sent to the bishop will include a supporting letter from the church wardens of the applicant's parish, and should provide details concerning the parish's ministry coverage and financial arrangements. Arrangements for supply ministry shall be made according to the mutual consent of the applicant and the church wardens. The bishop may ask a Regional Dean to assist both parties in the planning and successful implementation of the leave.