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## LONG SERVICE LEAVE – REQUEST FORM

*Long Service Leave requires approval from several different bodies:*

*the Session > Presbytery > Ministry and Mission Committee.*

*This form is to be completed in sequence by each of those bodies. As successive approvals are given, the form should be completed and forwarded to the next body with a copy being retained in the records of the approving body.*

<b>A</b>	<b>APPLICANT'S NAME</b>				
	Pastoral Charge or Agency or Home Mission Station				
	<b>First day of LSL</b>	/	/	(dd/mm/yyyy)	<i>Please use inclusive dates for LSL only.</i>
	<b>Last day of LSL</b>	/	/		<i>Do not incorporate any Annual/Study leave</i>
	Is LSL being added to any other leave?	<i>Yes / No</i> (delete as appropriate)	If <i>Yes</i> , please state total period of consecutive leave from ministerial duties ..... months    ..... weeks    ..... days		
	Proposed arrangements for the maintenance of ministry must be submitted to the Session and Presbytery..... Are these attached?				<i>Yes / No</i> (delete as appropriate)
	<b>Signature</b>				<b>Date</b>

***Applicant, please retain a copy for your own records and forward to the Session Clerk***

<b>B</b>	<b>SESSION</b>	Session Resolution: <i>Approve / Disapprove</i> (delete as appropriate)	Date of Session Meeting	Minute Number
		Signature of Clerk:		

***Session Clerk, after completing this section of the form, please retain a copy for the Session's records and forward the original to the Presbytery Clerk***

<b>C</b>	<b>PRESBYTERY</b>	Presbytery Resolution: <i>Approve / Disapprove</i> (delete as appropriate)	Date of Presbytery Meeting	Minute Number
		Signature of Clerk:		

***Presbytery Clerk, after completing this section of the form, please retain a copy for the presbytery's records and forward the original to the Ministry & Mission Committee***

<b>D</b>	<b>MINISTRY &amp; MISSION</b>	Approve / Disapprove (delete as appropriate)	Date	Delegated Authority / Minute Number
	<input type="checkbox"/> Confirmation Letter Issued			
	<input type="checkbox"/> Accounts Advised			
	<input type="checkbox"/> LSL Database Updated			
	<input type="checkbox"/> Added to Agenda			
		Signature, M&M:		