**Maternity, Paternity, Parental and Adoption leave**

Under the Ecclesiastical Offices (Terms of Service) Directions 2010 an office holder shall be entitled to maternity, paternity, parental and adoption leave for the same periods and subject to the same conditions as apply in the case of an minister under the Employment Rights Act 1996 or any regulations made under that Act.

Maternity Leave

*Time off for Antenatal Care*

Female ministers have the right to paid time off to receive antenatal care, providing evidence is given. Fathers and partners also have the right to time off (unpaid) to attend two anti-natal appointments.

*Length of Leave*

Regardless of length of service a female minister is entitled to ordinary maternity leave of 26 weeks followed by additional maternity leave of a further 26 weeks. Therefore, all female ministers are entitled to take up to one years’ maternity leave which consists of:

26 weeks ordinary maternity leave

26 weeks additional maternity leave

Both ordinary and additional maternity leave can be taken from the time of childbirth.

It is a legal requirement to take at least two weeks **compulsory maternity leave**, which commences with the day on which childbirth occurs and forms part of the ordinary maternity leave period.

*Notification requirements*

A female minister must notify her Archdeacon (in writing) by the end of the 15th week before the expected week of childbirth, or as soon as reasonably practicable, of the following facts:

* that she is pregnant
* the expected week of childbirth (by means of a medical certificate)
* the date she wishes maternity leave to commence (which can be no earlier than the 11th week before the expected week of childbirth)

The start date can be varied provided 28 days notice is given (in writing) or as soon as reasonably practicable thereafter.

Commencement of maternity leave will be triggered automatically if a minister:

* Is absent from office within the 4 weeks before the expected week of childbirth for a pregnancy related reason; or
* gives birth prematurely.

In which case she should give the required notice as soon as reasonably practicable thereafter.

The Archdeacon will acknowledge in writing a minister’s notice and confirm:

* her intended start date for maternity leave;
* that she is expected to return to her office at the end of the leave; and
* the required date of return; the date on which a minister should return to her office will be the first working day after the end of the additional maternity leave period.

The Archdeacon will also ensure that the minister has made arrangements to cover the duties of her office during her absence with suitable other persons.

*Return to Office*

In respect of both ordinary and additional maternity leave, no notice of return is required unless a minister wishes to return early (see below). The date of return will be the date notified to her by her Archdeacon.

If a minister does not wish to return to office after maternity leave she must give her Archdeacon notice of termination as detailed in her Statement of Particulars.

*Early return to Office*

A minister must give eight weeks’ notice if she intends to return to office before the expiry of additional maternity leave. Failure to give the correct notice entitles her Archdeacon to postpone her return until eight weeks’ have elapsed following receipt of the notice.

*Postponement of return*

The Archdeacon cannot postpone return to office after additional maternity leave and similarly a minister cannot postpone return to office after additional maternity leave by forwarding a medical certificate. If a minister is ill, normal rules on sick leave will apply, as detailed in the Clergy handbook.

*Right to return to the same office*

When returning from ordinary maternity leave a minister has the right to return to her same office, as if she had not been absent (even where she also took a period of parental leave of four weeks or less immediately following the ordinary maternity leave period).

When returning from additional maternity leave (regardless of whether a minister also took a period of parental leave) she has the right to return to her same office, as if she had not been absent.

*Statutory Maternity Pay (SMP)*

A minister will be entitled to higher rate SMP at 90% of her stipend for the first 6 weeks of ordinary maternity leave and thereafter at the lower flat rate SMP for 33 weeks, provided that:

* she has 26 weeks continuous service at the end of the qualifying week i.e. the 15th week before the expected week of childbirth
* her average weekly earnings are above the National Insurance threshold.
* she has given at least 28 days’ notice (or as much as is reasonably practicable) of the date she intends SMP to start
* she is still pregnant 11 weeks before the expected week of childbirth, or has already given birth
* she supplies a certificate from a midwife of doctor confirming the date of her expected week of childbirth
* she has ceased work

A minister who does not have 26 weeks continuous service at the 15th week before the expected week of childbirth is not entitled to SMP, but may claim maternity allowance from the government.

There is no SMP payable for the final 13 weeks of additional maternity leave.

The Diocese will also continue to provide housing for the minister during their maternity leave period.

*Pension contributions*

During the period in which SMP is being paid to a minister the diocese will also continue to pay contributions into their pension scheme.

*Holiday entitlement*

A minister will be entitled to accrue paid holiday leave during maternity leave which shall accrue on a pro rata basis.

*Keeping In Touch (“KIT”) Days*

If agreed by the Bishop a minister may work up to **ten days** during maternity leave (except during the two week period of compulsory maternity leave) without losing statutory maternity pay (or maternity allowance) and without bringing her leave to an end. The days may be for work, training or another activity that has the purpose of keeping in touch. The days do not need to be taken consecutively.

A minister should contact her Archdeacon if this is something that she is interested in doing.

Adoption Leave

*Time off for appointments*

The main adopter will be able to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments.

*Eligibility*

To qualify for adoption leave a minister must:

* Be newly matched with a child for adoption by an adoption agency;
* Be the person with main care of the child; and

*Period of leave*

Regardless of length of service a minister will be entitled to 26 weeks of ordinary adoption leave (OAL) followed immediately by 26 weeks of additional adoption leave (AAL).

If they are adopting more than one child they may only take one period of leave.

The earliest a minister can begin adoption leave is 14 days before the expected date of placement. They can choose to begin their leave on the date on which the child is placed with them for adoption or a predetermined date no more than 14 days before the date on which the child is expected to be placed for adoption.

*Notice provisions*

A Minister must tell their Archdeacon, in writing, no more than 7 days after the date in which they have been notified as having been matched:

* That they intend to take adoption leave.
* The date on which the child is expected to be placed for adoption with them; and
* The date they intend to start their adoption leave.

The Archdeacon reserves the right to request evidence of entitlement – a "Matching Certificate" from the adoption agency. The Certificate will provide details of the known address of the adoption agency; the date the minister was notified of having been matched with a child and a date on which the child is expected to be placed for adoption.

The Archdeacon will acknowledge, in writing and within 28 days, a minister’s notice and confirm:

* the intended start date for their adoption leave;
* that they are expected to return to their office at the end of the leave; and
* the required date of return; the date on which a minister should return to their office will be the first working day after the end of the additional adoption leave period.

The Archdeacon will also ensure that the minister has made arrangements to cover the duties of their office during their absence with suitable other persons.

*Return to Office*

In respect of both ordinary and additional adoption leave, no notice of return is required unless a minister wishes to return early (see below). The date of return will be the date notified to them by their Archdeacon.

If a minister does not wish to return to office after adoption leave they must give their Archdeacon notice of termination as detailed in their Statement of Particulars.

*Early return to Office*

A minister must give eight weeks’ notice if they intend to return to office before the expiry of additional adoption leave. Failure to give the correct notice entitles the Archdeacon to postpone their return until eight weeks’ have elapsed following receipt of the notice.

*Right to return to the same office*

When returning from ordinary adoption leave a minister has the right to return to their same office, as if they had not been absent (even where they also took a period of parental leave of four weeks or less immediately following the ordinary adoption leave period).

When returning from additional adoption leave (regardless of whether a minister also took a period of parental leave) they have the right to return to the same office, as if they had not been absent.

*Statutory Adoption Pay (SAP)*

In order to be eligible for SAP a minister must:

* Have been matched with a child to be placed with them by a UK adoption agency.
* Have notified the agency that they agree that the child should be placed with them and on a date of placement.
* Have served continuously for the Diocese for at least 26 weeks into the week in which they are notified of having been matched with a child.
* Have notified their Archdeacon when they want to receive SAP which must be at least 28 days before the date they want it to begin; and
* Have average weekly earnings at or above the lower earning limit for National Insurance over the eight weeks ending with the date on which they are notified of the match
* Have ceased work

**Either partner may receive Statutory Adoption Pay, but not both.**

For the first six weeks the minister will be entitled to 90% of their normal earnings. The following 33 weeks will be paid at the statutory adoption pay (SAP) rate. There is no SAP payable for the final 13 weeks of additional adoption leave.

Where two or more children are being placed for adoption the entitlement to SAP remains the same as if there was one child.

The Diocese will also continue to provide housing for the minister during their adoption leave period.

*Pension contributions*

During the period in which SAP is being paid to a minister the diocese will also continue to pay contributions into their pension scheme.

*Holiday entitlement*

A minister will be entitled to accrue paid holiday leave during adoption leave which shall accrue on a pro rata basis.

*Keeping In Touch (“KIT”) Days*

If agreed by the Bishop a minister may work up to **ten days** during adoption leave without losing statutory adoption pay and without bringing their leave to an end. The days may be for work, training or another activity that has the purpose of keeping in touch. The days do not need to be taken consecutively.

A minister should contact their Archdeacon if this is something that she is interested in doing.

Paternity Leave

*Eligibility*

A minister is eligible if:

* They have or expect to have responsibility for the child’s upbringing;
* They are the biological father of the child or the mother’s husband/partner;
* They have served continuously for the diocese for 26 weeks as at the 15th week before the child is due; and
* They wish to take time off either to care for the child or support the mother.

This entitlement also applies to the partner of an individual who adopts, or one member of a couple where the couple adopt jointly.

*Length of Leave*

If a minister is eligible they are entitled to take up to two weeks’ leave, either one week or two consecutive weeks’ leave. They are not allowed to take odd days except with the prior written approval of the Bishop.

Leave must be taken within 56 days of the birth of the child, or if the child is born early, within the period from the actual date of birth up to 56 days after the first day of the expected week of birth.

A minister is only entitled to one period of leave irrespective of whether more than one child is born as a result of the same pregnancy.

*Notice*

If a minister wishes to take leave they must notify their Archdeacon, in writing, by no later than the end of the 15th week before the expected week of childbirth.

The Archdeacon is entitled to be informed of:

* The date of the expected week of childbirth;
* Whether they wish to take one or two weeks’ leave; and
* When they want to commence the leave.

A minister may change their mind about the commencement date provided they inform the Archdeacon at least 28 days in advance, unless not reasonably practicable.

*Statutory Paternity Pay (SPP)*

Most ministers will be entitled to SPP. The eligibility criteria are the same as those for statutory paternity leave, plus a requirement that:

* They must have been continuously employed between the qualifying week and the child’s birth
* They must have had normal weekly earnings of at least the lower earnings limit over the eight weeks ending with the qualifying week
* They must have ceased work

The rate of SPP is the same as the rate set for Statutory Maternity Pay.

*Enhanced paternity pay*

The Board will also pay enhanced paternity pay for those ministers who meet the eligibility criteria for SPP. Those who qualify will receive their full stipend for up to two weeks. For the avoidance of doubt, the enhanced paternity payment will include the minister’s entitlement to SPP.

*Rights during Paternity Leave*

A minister is entitled to the benefit of all their terms and conditions throughout their leave period. In addition, they are entitled to return to the same office following the leave period.

**Shared Parental Leave**

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. All eligible ministers have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay. This policy sets out the statutory rights and responsibilities of ministers who wish to take statutory Shared Parental Leave (SPL) and statutory Shared Parental Pay (ShPP).

*Eligibility*

SPL can only be used by two people:

* The mother/adopter and
* One of the following:

the father of the child (in the case of birth)or

the spouse, civil partner or partner of the child's mother/ adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

Additionally a minister seeking to take SPL must satisfy each of the following criteria:

* the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
* the minister must still be working for the Board at the start of each period of SPL;
* the minister must have a minimum of 26 weeks' service at the end of the 15th week before the child’s expected due date/matching date;
* the minister’s partner must meet the ‘employment and earnings test’ requiring them in the 66 weeks leading up to the child’s expected due date/matching date to have worked for at least 26 weeks and earned an average of at least £30 a week in any 13 of those weeks;
* the minister must correctly notify the Board of their entitlement and provide evidence as required.

*Length of leave*

Eligible ministers may be entitled to take up to 50 weeks SPL during the child’s first year in their family. The number of weeks available is calculated using the mother’s/adopter’s entitlement to maternity/adoption leave, which allows them to take up to 52 weeks’ leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.

SPL can commence as follows:

* The mother can take SPL after she has taken the legally required two weeks of maternity leave immediately following the birth of the child
* The adopter can take SPL after taking at least two weeks of adoption leave
* The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP).

Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter’s partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

SPL will generally commence on the minister's chosen start date specified in their leave booking notice, or in any subsequent variation notice.

If the minister is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period

SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

*Notice*

A minister entitled and intending to take SPL must give their line manager notification of their entitlement and intention to take to SPL, at least eight weeks before they can take any period of SPL.

Part of the eligibility criteria requires the minister to provide the Board with correct notification. Notification must be in writing and requires each of the following:

* the name of the minister;
* the name of the other parent;
* the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available;
* the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the minister was notified of having been matched with the child and the date of placement for adoption;
* the amount of SPL the minister and their partner each intend to take
* a non-binding indication of when the minister expects to take the leave.

The minister must provide the Board with a signed declaration stating:

* that they meet, or will meet, the eligibility conditions and are entitled to take SPL;
* that the information they have given is accurate;
* if they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
* that should they cease to be eligible they will immediately inform the Board.

The minister must provide the Board with a signed declaration from their partner confirming:

* their name, address and national insurance number (or a declaration that they do not have a national insurance number);
* that they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
* that they satisfy the ‘employment and earnings test’, and had at the date of the child’s birth or placement for adoption the main responsibility for the child, along with the minister;
* that they consent to the amount of SPL that the minister intends to take;
* that they consent to the Board processing the information contained in the declaration form; and
* (in the case whether the partner is the mother/adopter), that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

The Board may, within 14 days of the SPL entitlement notification being given, request:

* the name and business address of the partner’s employer (where the minister’s partner is no longer employed or is self-employed their contact details must be given instead)
* in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth).
* in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were was notified of having been matched with the child and the date on which the agency expects to place the child for adoption

In order to be entitled to SPL, the minister must produce this information within 14 days of the employer’s request.

The minister has the right to submit up to three notifications specifying leave periods they are intending to take. Each notification may contain either (a) a single period of weeks of leave; or (b) two or more weeks of discontinuous leave, where the minister intends to return to work between periods of leave.

SPL can only be taken in complete weeks but may begin on any day of the week. For example if a week of SPL began on a Tuesday it would finish on a Monday. Where an minister returns to work between periods of SPL, the next period of SPL can start on any day of the week.

Upon receiving a leave booking notice the HR Lead will usually arrange a meeting to discuss it. The purpose of the meeting will be to discuss in detail the leave proposed and what will happen while the minister is away from work. Where it is a request for discontinuous leave the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the minister and the Board, and what the outcome may be if no agreement is reached. The board has the right to refuse a discontinuous leave notification as long as it has genuinely considered it. If the leave pattern is refused, the minister can either withdraw it within 15 days of giving it, or can take the leave in a single continuous block. If the minister chooses to take the leave in a single continuous block, the minister has until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the minister does not choose a start date then the leave will begin on the first leave date requested in the original notification.

Where a notice is for a single period of continuous leave, or where a request for discontinuous leave can without further discussion be approved in the terms stated in the minister's notice booking leave, a meeting may not be necessary.

The minister will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made.

The minister is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the Board in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation notification made by the minister, including notice to return to work early, will usually count as a new notification reducing the minister’s right to book/vary leave by one. However, a change as a result of a child being born early, or as a result of the Board requesting it be changed, and the minister being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by the Board.

*Statutory Shared Parental Pay (ShPP)*

Eligible ministers may be entitled to take up to 37 weeks ShPP while taking SPL. The amount of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.

ShPP may be payable during some or all of SPL, depending on the length and timing of the leave.

In addition to meeting the eligibility requirements for SPL, an minister seeking to claim ShPP must further satisfy each of the following criteria:

* the mother/adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
* the minister must intend to care for the child during the week in which ShPP is payable;
* the minister must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child’s expected due date/matching date not less than the lower earnings limit in force for national insurance contributions;
* the minister must remain in continuous employment until the first week of ShPP has begun;
* the minister must give proper notification in accordance with the rules set out below.

Where an minister is entitled to receive ShPP they must, at least eight weeks before receiving any ShPP, give their line manager written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.

In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:

* the start and end dates of any maternity/adoption pay or maternity allowance;
* the total amount of ShPP available, the amount of ShPP the minister and their partner each intend to claim, and a non-binding indication of when the minister expects to claim ShPP;
* a signed declaration from the minister confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the Board should they cease to be eligible.

It must be accompanied by a signed declaration from the minister’s partner confirming:

* their agreement to the minister claiming ShPP and for the Board to process any ShPP payments to the minister;
* (in the case whether the partner is the mother/ adopter) that they have reduced their maternity/adoption pay or maternity allowance;
* (in the case whether the partner is the mother/ adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Any ShPP due will be paid at a rate set by the Government for the relevant tax year.

*Rights during Shared Parental Leave*

During the period of SPL, the minister's contract of employment continues in force and they are entitled to receive all their contractual benefits, except for salary. In particular, any benefits in kind will continue and contractual annual leave entitlement will continue to accrue.

Pension contributions will continue to be made during any period when the minister is receiving ShPP but not during any period of unpaid SPL. Minister contributions will be based on actual pay, while the Board’s contributions will be based on the salary that the minister would have received had they not been taking SPL.

*Shared Parental Leave in Touch days*

An minister can agree to work for the Board (or attend training) for up to 20 days during SPL without bringing their period of SPL to an end or impacting on their right to claim ShPP for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

The Board has no right to require the minister to carry out any work, and is under no obligation to offer the minister any work, during the minister’s SPL. Any work undertaken is a matter for agreement between the Board and the minister. An minister taking a SPLIT day will receive full pay for any day worked. If a SPLIT day occurs during a week when the minister is receiving ShPP, this will be effectively ‘topped up’ so that the individual receives full pay for the day in question. Any SPLIT days worked do not extend the period of SPL.

An minister, with the agreement of the Board, may use SPLIT days to work part of a week during SPL. The Board and the minister may use SPLIT days to effect a gradual return to work by the minister towards the end of a long period of SPL or to trial a possible flexible working pattern.

*Returning to work after Shared Parental Leave*

The minister will have been formally advised in writing by the Board of the end date of any period of SPL. The minister is expected to return on the next working day after this date, unless they notify the Board otherwise. If they are unable to attend work due to sickness or injury, the Board's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

If the minister wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave and must give the Board at least eight weeks’ notice of their date of early return. This will count as one of the minister’s notifications. If they have already used their three notifications to book and/or vary leave then the Board does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

On returning to work after SPL, the minister is entitled to return to the same job if the minister’s aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less, he or she will return to the same job. The same job is the one they occupied immediately before commencing maternity/paternity/adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if they had not been absent.

If their maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, the minister is entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on terms and conditions no less favourable.

If the minister also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on the minister’s right to return and the minister will still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.

If a parent takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, the minister will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on terms and conditions no less favourable.

*Fraudulent claims*

The Board can, where there is a suspicion that fraudulent information may have been provided or where the Board has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with its usual investigation and disciplinary procedure which may result in dismissal for gross misconduct.

**Parental Leave**

Ministers eligible for parental leave will be entitled to a total of 18 weeks unpaid leave for each child and adopted child, up to their 18th birthday.

*Conditions:*

* a minister must have completed one year’s continuous service
* a minister must produce evidence of their responsibility for the child and the age of that child (parental leave can be taken by both mothers and fathers);
* a minister must give 21 days’ notice before their intended start date. If they or their partner are having a baby or adopting, it’s 21 days before the week the baby or child is expected.
* a minister must confirm the start and end dates in their notice; this doesn’t have to be in writing
* a minister will only be entitled to take a maximum of 4 weeks parental leave per annum and this must be taken in multiples of one week - unless the child is disabled, in which case it may be taken as individual days;
* leave will be unpaid
* seniority, pension rights and entitlements will be preserved during leave

Time off work for caring for dependants

Holders of parochial offices already have a high degree of flexibility over how they carry out their duties, which is not always the case with employees, who will generally have defined hours of work. Ministers may not always need therefore to request flexible working to care for a dependant, in the way that an employee might. However, Ministers still need to bear in mind the need to arrange appropriate cover if they are taking time off.

In the following circumstances, however, a Minister may wish to request time off, or adjustments to the duties of their office, to care for dependants (a dependant may be someone who can be said to rely on them for assistance and includes partners, children and parents):

* to provide assistance if the dependant is ill, gives birth, is injured or assaulted;
* to make arrangements for the provision of care for a dependant who is ill or injured;
* to deal with the death of a dependant;
* to deal with an unexpected disruption or termination of arrangements for the care of a dependant;
* to deal with an incident involving a dependent child which occurs unexpectedly in a period during which an educational establishment, which their child attends, is responsible for him or her.

*Conditions:*

(a) A minister must notify their Archdeacon, at the earliest possible opportunity, of their intention to take time off and the reason for taking the time off.

(b) A minister must keep their Archdeacon updated throughout such leave, and at least on a daily basis, indicating when they intend to return to work and they must provide any evidence that may be required to support the taking of such leave, e.g. medical evidence, school reports, death certificate, etc.

(d) There's no set amount of time allowed to deal with an unexpected event involving a dependant - it will vary depending on what the event is - but for most cases one or two days should be sufficient to deal with the problem.

 (e) Periods of one or two days will normally be paid. Longer periods will normally be unpaid but subject to Archdeacon consideration.

 (f) Any other time off for personal reasons shall be without pay and will be at the sole discretion of the Bishop

 (g) If a minister takes leave which their Archdeacon deems to be unreasonable attempts will be made to discuss this first but if no resolution is found then the capability procedure may be invoked.

 (h) The Archbishops' Council has agreed that the procedure for making a formal request for adjustments to the duties of office should be as follows, and that the office holder should:

* make the request in writing to their Archdeacon
* set out the date of the request
* make no more than one request during a twelve month period
* state that the request is being made under the Ecclesiastical Offices Terms of Service) Directions 2010
* set out the reasons for needing an adjustment to the duties of the office
* set out the change requested
* state whether they have made any previous requests in their current post
* identify the effect the proposed change will have on the provision of ministry to the parish
* suggest how such an effect could be mitigated (the office holder may wish to consult colleagues about this first so that he or she is in a position to indicate that the proposed solution might have their support in principle)
* give a proposed start date
* indicate whether the proposed adjustment is intended to be permanent, or, if not, for how long it might be expected to last.

 (i) The Archdeacon will inform the minister of his decision as soon as is practicable and after consulting with any necessary parties ie the PCC. The office holder may be required to attend a meeting prior to the decision being made. The decision will be given in writing and, if agreed, a new Statement of Particulars will be issued. If the request is refused or conditions imposed, full details will be provided.