

Minister's Holidays and Additional Sundays

In the light of the guidelines in CPD (page 772 in 2017/18 CPD) the following clarification is offered.

It is understood that the 35 days referred to in CPD represents 5 weeks including 5 Sundays.

We are advised that where reference is made to an additional 3 days a quarter, these days must be taken within the quarter they relate to and cannot be carried over to subsequent quarters.

Where the 3 quarter days are taken in full as a break from work in a particular week, there is a further entitlement to a day off in that week.

It is **District** policy that ministers be offered a further 2 Sundays off each year to be taken at their discretion: but it should be understood that this is only Sundays and does not involve any additional days beyond that.

If a minister wishes to take off the Sunday before or the Sunday after their annual District retreat or other study/training event, this should be regarded as one of the discretionary Sundays off mentioned in the previous paragraph.

It is understood that all time off must be by mutual agreement with colleagues and Circuit Stewards and should never be arranged to leave inadequate pastoral cover in a circuit.

Updated at Presbyteral Synod held on 15th March 2018