

Keeping Track of Ministers' Annual Leave

User Guide
MinLeave Version 1



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Chapter 1: Overview

1.1 Background

There has always been a requirement to complete Leave Forms for Ministers wishing to take annual leave. These need to be recorded by the Church Council of the Congregation, the Presbytery, and forwarded to the Synod Payroll Office.

An Online Leave Portal has been implemented to allow a Church Council Secretary or Treasurer to prepare the leave form online, and to have it automatically submitted to the Presbytery and Synod. Copies are also sent to the Church Council and the Minister.

1.2 Introduction to the Online Leave Portal

The Online Leave Portal is accessible on the Presbytery web page at <http://yarrayarrapresbytery.unitingchurch.org.au> .

The particular page can be found under the “Resources and Documentation” menu, or accessed directly using the following link:

<http://yarrayarrapresbytery.unitingchurch.org.au/ministerial-leave/>



Chapter 2: Using the Online Leave Portal

2.1 Starting the Online Leave Portal

The portal can be accessed using a web browser on a computer or other device

Start your preferred browser and enter the following link, or click on the link to be directed to the page immediately.

2.2 Overall Operation

A form is displayed and should be completed with the relevant information.

Use the TAB key to move between fields quickly.

Once data is entered, the "SUBMIT LEAVE NOTIFICATION" button is used to submit the form.

The following fields are available on the form. Note that an asterisk indicates that data or a selection is required.

2.2.1 Presbytery

Yarra Yarra is selected by default, but other presbytery names can be selected

2.2.2 Name of Ministry Agent

First and last names are required.

2.2.3 Email address of Ministry Agent

An email address is required.

2.2.4 Congregation or Placement

Enter the name of the congregation.

2.2.5 Type of Leave

A selection may be made. Currently the only leave type tracked by the Presbytery is Annual Leave, but if a Church Council wishes to use the portal to track other types of leave that can be done. Annual leave records are the only type that are sent automatically to the Synod.

Note that Sick Leave, in particular, should still be managed and recorded locally, although the portal may be used if this is seen as providing a simple and consistent approach to generating the appropriate leave forms.

2.2.6 Start and end dates

Enter the dates of the first and last days of leave. Clicking in or entering this field results in the display of a pop-up calendar to assist in choosing dates.

Note that the end date is the last day of leave. Do not enter the date of the first day that the Minister returns to work.

2.2.7 Number of hours

Enter the number of hours of leave. Note that leave is calculated on the basis of a 5-day working week with 7.6 hours in one day, and that although of course it is



recognised Ministers do not only work Monday to Friday, that is the basis for leave calculations and approvals. If a Minister is in a placement that is less than full time, the number of hours should take this into account.

For example:

- A Minister in a full-time placement takes two weeks of leave; the number of hours will be $7.6 * (5 * 2) = 76$ hours.
- A Minister has a 0.6 FTE placement, and takes a week's leave; the number of hours will be $7.6 * 5 * 0.6 = 22.8$ hours.

Remember that all Ministers are entitled to four weeks of annual leave, even if the placement is less than full time.

Public Holidays

Note that if the period of leave includes one or more public holidays, these need to be excluded from the calculation of the number of hours.

For example:

- A Minister in a full-time placement takes leave from 5-Apr-23 to 12-Apr-23. This period includes two public holidays (Easter 2023), so the number of days is 4 and the number of hours is $7.6 * 4 = 30.4$ hours.

2.2.8 Number of days

This is calculated automatically based on the number of hours, and assuming 7.6 hours per day. It should only be used as a quick check to ensure that the number of hours is sensible and appropriate. However, note that this figure will include weekends and public holidays, so it will not necessarily reflect the number of days used in calculating the number of hours.

2.2.9 Annual Leave Balance

Enter the number of hours of leave available at the start of the leave period. Normally this should be greater than or equal to the number of hours of leave to be taken, unless the Council has given approval for leave in advance. For most Ministers this information is available on every pay slip received from the Synod Payroll Service.

2.2.10 Date approved by Church Council

Enter the date the leave request was approved by the Council.

2.2.11 Submitter details

Enter the name and email address of the person submitting the application

2.3 Submitting the application

Once all required data is entered, the form is submitted by clicking the "SUBMIT LEAVE NOTIFICATION" button.

If any of the required data is missing, the user is notified by an error message, and missing data fields are highlighted. Further explanatory information is shown with the problem field(s).

A copy of the completed leave form is displayed on the screen, with instructions to print and sign the form. Annual leave applications should then be sent to the Central Synod Payroll System (CSPS) at the specified email address.



A button is displayed to allow the user to easily print the form. Note that the small pop-up window may need to be expanded in order to see the usual options to select a printer and print the form.

This manual describes MinLeave Version 1

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