

Ad Clerum 1.5

CLERGY HOLIDAYS AND REST PERIODS

The guidance below reflects that to be found in the Clergy Handbook which can be downloaded from the diocesan website. <https://www.stalbansdiocese.org/resource/clergy-handbook/>

Rest Periods

Clergy have great flexibility to determine how and when they work. This Diocese works on the basis of trust that our clergy work hard and give of their best. It trusts them to find the best ways of doing so, and of balancing their ministry with the need for rest, leisure, time with family and friends, and the demands of everyday life.

Within that broad freedom, there are certain norms which in all usual circumstances should be observed. Clergy are entitled to an uninterrupted rest period of at least 24 hours in each period of seven days. Unless specific permission has been granted by the Bishop, the weekly rest period may not be taken on a Sunday or on any of the principal feast days of the Church of England as set out in Canon B6(2) nor on Ash Wednesday, Good Friday or the parish's patronal festival.

This 24-hour rest period is a recommended minimum. The pressure of working 6 days a week is recognised. Therefore, clergy are encouraged to build in an additional period on a weekly or monthly basis which provides for a slower pace or additional rest. How this looks will vary according to context but some examples are taking an additional day of rest once a month allowing for a 48-hour rest period, sitting light to the work of ministry on a Saturday, only attending to those commitments necessary (e.g. weddings) but not attending to administrative tasks. Remembering that a working day doesn't mean that you have to work every hour of it is also helpful.

Many clergy try to keep the evening before their rest day clear. Whilst recognising that this might not always be possible, this is a practice to be encouraged where practicable.

We appreciate that people have different practices about managing email. As a Diocese, however, we have no expectation that people will be reading or answering emails late at night or during rest periods.

Annual Leave

The full-time paid leave entitlement is 36 days per year or as stated in your Statement of Particulars. If you are part-time, your leave will be calculated based on the number of days you work; for example if you work 3 days per week your leave entitlement will be 18 days. In addition to the above you are entitled to the following public holidays if they fall on a day you normally work: New Years Day, Spring Bank Holiday, Easter Monday, August Bank Holiday, May Bank Holiday, Boxing Day. You are also entitled to days off in lieu of the Good Friday and Christmas Day Bank Holidays. Unless specific permission has been granted by the Bishop, your days of annual leave may not be taken on more than six Sundays a year, on any of the principal feast days of the Church of England as set out in Canon B6(2), or Ash Wednesday, Good Friday or the parish's patronal festival.

Special Leave

The Bishop may grant an additional period of special leave in particular circumstances. Applications should be made directly to the Bishop or Archdeacon.

Retreat time

In addition to these holidays, and a weekly day off, clergy are strongly encouraged to make an annual retreat of four or five days duration or, if being away overnight is difficult, to take several individual days away from the parish during the year for prayer and reflection. This could be in the form of a traditional retreat but can also be flexible to suit an individual's preferred way of 'retreating'.

Extended Study Leave

Licensed clergy are able to take an Extended Study Leave (ESL) every ten years, provided that:

- they have been ordained for more than ten years
- they have been in their present post for at least three years
- they are not within five years of retirement
- they have the pastoral agreement of their suffragan Bishop and Archdeacon
- their plan for ESL has been approved by the Mission and Ministry Department and the dates agreed with the Rural/Area Dean.

Moving between jobs

When moving between jobs clergy should, in addition to any annual holiday that is due, take a one-month period of 'service leave' to move, settle into a new home, and prepare to engage with their future ministry.

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