



The Church of Scotland

Ministries Support Services

Sick Leave for Ministers

Sick Leave

Reporting illness and absence:

If you are ill and going to be off work, please notify Faith Nurture and your Presbytery Clerk as soon as possible. Faith Nurture can be notified by a confidential email to pastoralsupport@churchofscotland.org.uk.

Absence can be “self-certified” **for the first seven days**, using a form that can be obtained from the Support Team via the above email address.

If the absence is **longer than seven days**, a medical certificate should be obtained from your GP and sent to pastoralsupport@churchofscotland.org.uk [a scan of the document, or a photograph attached to an email will suffice]

PLEASE let us also know when you return to work after sick leave. It is important for your insurance provisions [Income Protection & Death in Service benefit - see further information below] that we have accurate records of sickness.

During a leave of absence

If you are on leave due to ill health and you are signed off by your GP you must not undertake any ministerial function or duty, except with the express permission of the Presbytery or appropriate health advisers. If you are still able to perform some of your duties then please discuss this with your GP and make sure your medical certificate states this clearly. You are not responsible for obtaining Pulpit Supply whilst you are off on sick leave, this is the responsibility of the Session Clerk and/or Presbytery.

Support at times of Ill Health

The Support Team is here to advise and support you, so please do not hesitate to get in touch. The Team advises both Ministers and Presbyteries in all matters relating to absence, illness and support, including arranging planned phased returns to work.

Long-term illness

In respect of long-term illness, the terms of the Income Protection and Ill Health Act will apply. You can find the Act details here:

https://www.churchofscotland.org.uk/_data/assets/pdf_file/0005/66785/2019-Act-06-VI-amended-to-May-2020.pdf

In cases of long-term absence, a Locum might be appointed to work alongside the Interim Moderator. Arranging this is the responsibility of Presbytery.

More information, including the relevant form and contact details can be found here:

<https://www.churchofscotland.org.uk/serve/faith-nurture-forum/ministries-resources>

Income Protection

Occasionally, a minister's medical condition will mean that they are no longer well enough to continue in ministry. In these rare but serious cases, as part of the pension benefits, an income protection policy is in place with Unum Limited. Eligibility for this benefit will be assessed by Unum.

If the minister is considered eligible for the benefit, Income Protection Payments of one-third of stipend [calculated at first date of incapacity] are payable, and pension contributions continue at the rate of 11.5% of stipend.

Unum will continue to review, at regular intervals, the continuing eligibility to receive IP benefits up to an individual's State Retirement Age, when the benefit ceases.

Medical Fit Notes must be supplied during all absence including for those under Income Protection.