

Date

Address

Dear XXXX

#### **ANNUAL EMPLOYMENT ENTITLEMENT ADVICE**

<XXX Church> are pleased to advise you that as from <date>, your annual salary will increase to \$XXX

XXX confirms that your working hours will be XXX in accordance with the terms of your contract.

In addition to this, there will be a budgeted allowance in respect to the following:

- **XXX.**

XXX will, in addition to your salary, make superannuation contributions of XX% in accordance with the Superannuation Guarantee (Administration) Act 1992.

#### **Annual Leave**

Staff are encouraged to use annual leave within each 12 month period of employment. Requests for annual leave are to be directed to the Senior Minister.

#### **Sick Leave**

XX

#### **Personal Development/Retreat Days**

XXX

#### **December/January Office Closure**

The office will be closed from <date> and will reopen on <date>. This leave is granted in addition to your annual leave allocation.

Thank you for your ongoing work as <role>. It is a privilege to serve with you and have you as part of our team.

Blessings,

XXX

Senior Pastor