

**2018 Lay Salary Advice Form  
Diocese of NS & PEI**

Parish /Pastoral Unit: \_\_\_\_\_ ID # \_\_\_\_\_  
(List all Parishes/Pastoral Units)

Employee Name: \_\_\_\_\_ ID # \_\_\_\_\_

<b>Position: (Please indicate)</b>	<b>2017 For Parish Information</b>	<b>2018 For Diocese Information</b>
Salary	\$	\$
Vacation Pay (4% if received in cash)		
*Parish Pension: Stipend x 5 %	\$	\$
*Long Term Disability: Stipend x 2.2%	\$	\$
*Group Life Insurance Single \$ 67.20 x .5 *Group Life Insurance Family \$ 73.44 x .5	\$	
*Medical Coverage Single \$ 1,734.96 x .5 *Medical Coverage Family \$ 4,674.96 x .5 (Optional if have existing plan)	\$	\$
CPP (maximum for 2018: \$2,593.80) 4.95%	\$	\$
EI (maximum for 2018: \$1,201.51) 2.28%	\$	\$
<b>Total Salary Package</b>	<b>\$</b>	<b>\$</b>

\*For those employees participating in the Lay Group Benefit Plan

Each month, the Parish or Pastoral Unit will receive a Parish Remittance Form which outlines the Stipend details for the previous month.

**The Parish agrees to send a cheque within 30 days of month end, to cover the Stipend, parish share of Canada Pension Plan and Employment Insurance, Pension, Long Term Disability, Medical and Group Life Insurance amount (if paid by Central Payroll) listed on the Parish Remittance Form and paid out by Central Payroll on behalf of the Parish or Pastoral Unit.**

**Signatures:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Clergy:** \_\_\_\_\_ **Parish Treasurer:** \_\_\_\_\_

**Warden:** \_\_\_\_\_ **Warden:** \_\_\_\_\_

Please send cheques and the completed form to:

**The Diocesan Synod Office,  
1340 Cathedral Lane, Halifax, NS, B3H 2Z1**

**Office Use Only**

Salary Posted:
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