

Leaves

Policy No. 410

Policy Statement:

The Archbishop, in consultation and upon recommendation of the Vicar for Clergy and the Personnel Committee, will seek to provide opportunities for continual formation, education, renewal, and updating in theology, spirituality, Sacred Scripture, pastoral thought, and human development for the archdiocesan priests (c. 279).

Intent of Policy:

To address the need to provide the priests of the Archdiocese with the most appropriate avenues for formation, education, renewal and updating.

Definitions:

Priests' leaves include:

- Sabbatical: a one year leave taken all at once or in stages. It entails recognized courses of study. It will be offered to the archdiocesan priest upon completion of twenty-five years of service to the Archdiocese.
- Mini-sabbatical: a one-to-three month leave. It will be offered after every seven years of ordination.
- Study leave: the necessary time to prepare a priest for a particular need or task in a given field of expertise required by the Archdiocese. The Archbishop will determine the need and decide on the appropriate priest to fill the need of the Archdiocese.
- Leave of absence: a leave from one's current assignment for personal or health related reasons. The time of the leave and other arrangements will need to be determined at the time it is granted.
- A leave is not equivalent to a vacation.

Procedure:

- a) The Vicar for Clergy will notify the priest in writing of an offer of a sabbatical, mini-sabbatical or study leave.
- b) The priest offered a sabbatical or mini-sabbatical needs to confirm acceptance of the offer within three months of the date of the offer. Those offered a sabbatical will need to resign from their current assignment.
- c) The priest is not to initiate planning for a sabbatical, mini-sabbatical or study leave until they have received written notification from the Vicar for Clergy.
- d) A priest who has received an approved sabbatical or a study leave will receive the current monthly remuneration provided to the priests of the Archdiocese. It will be paid by the Archdiocese. In addition, return travel, tuition, room and board and required book expenses will be paid by the Archdiocese.

- e) A priest who has received an approved mini-sabbatical will receive his monthly remuneration from his current assignment. In addition, return travel, room and board and any other required expenses will be paid by his current assignment.
- f) The priest should apply for Employment Insurance (EI) or the Canada Pension Plan (CPP) Disability Benefit as appropriate when given a leave of absence.