

Vacation

Policy No. 422

Policy Statement:

Priests are encouraged to take time for a vacation or holiday every year (c. 283, §2).

The vacation allowance for a priest is one (1) month, meaning 30 days, whether taken all at once or in parts (c. 533, §2).

Unused vacation time cannot be carried over to the next year without the prior approval of the Office of the Chancellor.

If a priest receives a new assignment, he must use up his vacation time before he begins his new assignment.

Intent of Policy:

To enable the priests to enjoy a period of rest, relaxation, and recreation for their spiritual, physical and psychological health.

Definition:

A vacation or holiday is the period of time when priests are away from their parish or pastoral responsibilities.

Participation on a pilgrimage for personal purposes is considered vacation.

Procedure:

Related to Priests

- a) The Dean, in consultation with the priests of his deanery will coordinate the annual vacation schedule of the priests within his deanery to ensure that there is adequate coverage of the parishes and other associated facilities, e.g. hospitals, extended care, prisons.
- b) Priests away from their parish or pastoral responsibilities for more than one week are to notify in writing their Dean and the Office of the Chancellor (c. 533, §2).
- c) The following information will be provided in writing to the Dean, the Office of the Chancellor and the parish staff (or colleagues)
 - the dates of departure and return
 - the name(s) of the replacement(s)
 - other coverage arrangements in case of emergencies and funerals
 - contact coordinates where they can be reached in case of an emergency.
- d) Priests are responsible for finding their own replacement(s) during their absence.

- e) Priests are responsible for their personal expenses while on vacation, including food, lodging, transportation, gas, etc.
- f) Priests receive remuneration for one (1) month for vacation from the parish or current assignment providing them a living allowance. No additional remuneration will be provided for extra vacation time.

Related to Parishes

When a pastor is away from the parish and rectory for an extended period of time, he is required to ensure that

- a) the facilities will be visited and checked at least twice per week
- b) a written log is kept during his absence
- c) the heating system is kept at a minimum of 15 degrees Celsius
- d) the water systems are monitored or turned off
- e) all windows and doors are locked and secured
- f) fire alarms and burglar alarms are maintained.

Exception: If additional vacation time is needed refer to Policy No. 410 Leaves.

Refer to Policy:

- No. 450 Pilgrimage
- No. 205 Maintenance