

Leaves of Absence

Policy No. PD413

Policy Statement: A request for time away from ministry for health, family or employment reasons may be made at any time, in writing, to the Office of the Permanent Diaconate.

Procedure: **Health**

- a) The deacon must advise the Vicar for Clergy through the Office of the Permanent Diaconate of a health condition that requires rest and/or ongoing treatment.
- b) Normally, a deacon on medical leave will withdraw from all ministry and liturgical functions. Exceptions to this will depend upon the advice of the deacon's doctor.
- c) The deacon must contact the Vicar for Clergy and the Office of the Permanent Diaconate when he is able to return to active ministry. He should have the necessary medical certification to support his return to ministry.

Family and Employment Reasons

- a) The deacon must advise the Office of the Permanent Diaconate of a family or employment situation that requires a leave of absence.
- b) Normally, a deacon on leave due to family or employment reasons will withdraw from all ministry and liturgical functions.
- c) The deacon must contact the Vicar for Clergy and the Office of the Permanent Diaconate if he desires to return to active ministry after adequate dialogue and consultation.