



ARCHDIOCESE OF SYDNEY

**APPLICATION FORM
HOLIDAY/EXTENDED /SABBATICAL LEAVE**

NB: PLEASE READ ARCHDIOCESAN POLICY ON DIOCESAN CLERGY LEAVE

1. TYPE OF LEAVE

I wish to apply for [please tick]

<input type="checkbox"/>	Holiay Leave
<input type="checkbox"/>	Extended Leave
<input type="checkbox"/>	Sabbatical Leave

NAME:	
PARISH:	
YEAR OF ORDINATION:	

PLEASE SPECIFY DATES OF PROPOSED ABSENCE

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DATES OF PREVIOUS EXTENDED/SABBATICAL LEAVE TAKEN

2. SUPPLY ARRANGEMENTS

Supply Priest

Has a supply priest been confirmed for the celebration of Sunday Mass for each Sunday over the entirety of your proposed leave?

Yes No

What arrangement has been made for daily Mass/possible funerals?

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.....
.....

If yes please provide details of Supply Priest

NAME:	
PARISH/INSTITUTE:	
CURRENT CONTACT DETAILS:	Address:
	Telephone: Fax:
	Email:

1. Has Prohibited Employment Declaration been obtained from Priest?	Yes		No	
2. Has Employment Screening of Priest been completed?	Yes		No	
3. Employment Screening Result				
4. Is the Priest Incardinated in this Archdiocese?	Yes		No	
5. If answer to 4 above is No				
a. Does the Priest possess the Faculties of this Archdiocese?	Yes		No	
b. Has a Professional Standards Office Declaration been obtained from the Priest?	Yes		No	

IF ANSWERS ABOVE ARE "NO" OR YOU ARE UNSURE THE PRIEST IS NOT PERMITTED TO SUPPLY IN YOUR PARISH

OTHER COMMENTS

3. PARISH CONTACT

Who will be the daily contact for Parish matters during your leave?

NAME:			
ROLE:			
CURRENT CONTACT DETAILS:	Telephone:	Fax:	
	Email:		

4. AUTHORISED CHEQUE SIGNATORY

I hereby authorise Father _____
to be a Signatory for the Parish Account No _____ for the
period (Commencement Date) _____ (year) _____ and
(End Date) _____ (year) _____

Supply Priest's Signature Appears Below

Parish Priest/Administrator's Signature	Supply Priest's Signature
Date:	Date: