



Archdiocesan Policy on Diocesan Clergy Leave

Diocesan Clergy Leave

1. Annual Leave

- Canons 533#2 and 550#3 of the *Code of Canon Law* provide that pastors and assistant pastors are entitled to be “absent from the parish on vacation for one continuous or interrupted month” each year.
- Clergy working in special ministries or chaplaincies have the same entitlement to annual leave as pastors.
- Clergy are expected to arrange their own “supply” during annual leave and those in special ministries or chaplaincies are to ensure that other similar arrangements are made to cover their absence.
- Since annual leave is important for one’s well-being, it should be taken each year and not deferred.
- During annual leave a priest shall be entitled to draw his normal stipend and the “holiday loading” (i.e. the amount nominated by the Board of Management of the Clergy Remuneration System) from the Pastoral Revenue Account.
- Clergy are to notify the Chancery when they are taking annual leave, and provide contact details in case of an emergency.
- Clergy must advise the CDF of cheque signatories during their absence. In cases where lay parishioners or staff members are nominated to sign cheques, two persons must be nominated as joint signatories. In nominating such persons sample signatures must be provided to the CDF.
- Clergy born and ordained overseas may, with the permission of the Archbishop, take an extra month’s annual leave each three years for the purpose of a home visit. These clergy must write to the Archbishop seeking his permission well in advance of this planned trip to their country of origin.

2. Extended Leave

- Extended leave is an opportunity for the clergy to maintain their physical, spiritual and psychological health after a period of long service within the Archdiocese.
- Clergy are entitled to a period of extended leave of two months for every ten years of service since ordination to the Diaconate.
- Extended leave may be taken in conjunction with annual leave and/or sabbatical leave allowing for an absence of not more than six months in any one year, unless special permission has been granted by the Archbishop for a particular reason.
- During extended leave a priest shall be entitled to draw his normal stipend from the Pastoral Revenue Account plus a special “holiday loading” (i.e. the

equivalent of one month's stipend with agreement from the Board of Management of the Clergy Remuneration System) for each month of absence.

- Requests to take extended leave should be made in writing to the Archbishop at least nine months before the leave is to be taken.
- The provision of extended leave is to be considered in the context of adequate provision of pastoral care for the people and the availability of a "supply" for the period of leave. All extended leave will be approved by the Archbishop.
- The arrangement for "supply priests" during extended leave is best made by the priest himself after consultation with, and the agreement of, the Archbishop.

3. Sabbatical Leave

- Sabbatical leave is an opportunity for the clergy to undertake a formal course of study for personal or spiritual renewal.
- Clergy shall be entitled to one month sabbatical leave for every ten years of service since ordination to the Diaconate. This leave shall be for the purposes of a formal course of study approved by the Archbishop. This leave can be taken together with extended leave and/or annual leave allowing for an absence of not more than six months in any one year, unless special permission is granted by the Archbishop for a particular reason.
- During sabbatical leave a priest shall be entitled to draw his normal stipend from the Pastoral Revenue Account plus a special "holiday loading" (i.e. the equivalent of an additional one month's salary for each month of absence with agreement from the Board of Management of the Clergy Remuneration System).
- The arrangement for "supply priests" during sabbatical leave is best made by the priest himself after consultation with, and the agreement of, the Archbishop. Requests to take sabbatical leave should be made in writing to the Archbishop at least nine months before the leave is to begin.

Financial Support for Sabbatical Leave:

- For courses undertaken from 1st July 2017, the cost will be apportioned as follows:
 - The Archdiocese will pay the first \$8,000
 - The Archdiocese, the Catholic Development Fund and the priest himself will pay the remaining costs as to one third each.
- Travel insurance, will be paid by the Catholic Development Fund as a gesture to priests undertaking sabbatical leave.
- Course costs will include enrolment costs, accommodation for residential courses, books and materials, and reasonable travel costs to and from the place where the course of study or renewal is to be undertaken.

- Details of the proposed course and individual budgets should be sent to the Archbishop for approval, and when approved, the Chancery Staff will make the necessary arrangements for payment.

**This policy shall apply from 1 July 2017
and in assessing future applications, leave already taken
will be brought into account in accordance with this policy.**

A handwritten signature in blue ink, reading "Anthony Fisher" with a cross symbol to the left and a flourish at the end.

ARCHBISHOP OF SYDNEY

1 June 2017