# Policy on Annual Vacation for Priests

## A.    Introduction

The Code of Canon Law provides for the annual vacation of priests:

***Canon 283 §2***
*[Clerics] are entitled, however, to a fitting and sufficient time of vacation each year, as determined by universal or particular law.*

***Canon 533 §2***
*Unless there is a grave reason to the contrary, a pastor is permitted to be absent from the parish each year for vacation for at most one continuous or interrupted month; those days which the pastor spends once a year in spiritual retreat are not computed in the time of vacation. In order to be absent from the parish for more than a week, however, a pastor is bound to inform the local ordinary.*

***Canon 550 §3***
*A parochial vicar possesses the same right as a pastor concerning the time of vacation.*

## B.    Policy

1.    All priests in the Archdiocese of Vancouver are granted one (1) month of vacation (31 days). The priest may take the entire month off at one time or use his vacation days incrementally. The annual spiritual retreat, annual priests' study week and attending World Youth Day as a chaplain are not included in the vacation allocation.

2.    In the year following the date of his 25th anniversary of Ordination to the Priesthood, every priest may take an additional week (7 days) of vacation.  He may do so every fifth anniversary year after that (i.e., to mark the 30th, 35th, etc. anniversary of Ordination).

3.    Leading a pilgrimage will count as vacation time. Preaching a retreat and missions away from the Archdiocese also count as vacation time, unless the Archbishop has authorized otherwise, in which case any stipend received should be given to the priest's parish.

4.    In addition to the annual vacation, it is encouraged that each priest will take a weekly "day off" to provide for his mental, physical and spiritual health. This weekly "day off" is not included in the vacation allocation.

5.    Written notification is to be sent to the Archbishop to be absent from the parish or from the priest's current assignment for vacation days, World Youth Day, pilgrimages, preaching retreats, or missions away from the Archdiocese, and is to include:
    a.    The dates on which the priest will be absent;
    b.    The arrangements regarding the provision of pastoral services – daily Mass, etc. –

including the name of the priest replacing the pastor or assistant; and

c. Contact information, such as cell phone number and/or email address, where the priest can be reached in an emergency.

6. Priests are to ensure that they are available for service in the Archdiocese during certain times of the year and for certain occasions (Advent, Christmas Day, Lent, Holy Week, Pentecost, Confirmation, First Communion, the month of September, and significant days for the community.) Exceptions must be requested in writing to the Archbishop.

7. The Pastor and the Assistant Pastor in the same parish are not to be away at the same time.

8. Assistant Pastors must receive permission from the Pastor for any absences for vacation, pilgrimages or World Youth Day.

9. If a priest is unable to use all 31 days in a given year, the remaining days may be carried forward to the next year. The priest is required to complete the Vacation Days Carried Forward Report (see next page) and send it to the Archbishop. The priest cannot carry forward more than 31 days from one year to the next.

**Approved:    2018-March-29**
**Thursday of Holy Week**

✠ **J. Michael Miller, CSB**
**Archbishop of Vancouver**

The following policy is hereby **SUPERSEDED**:
**Policy on Annual Vacation for Priests**, effective July 6, 2017

# Vacation Days Carried Forward Report

Priest's Name: _____

Current Year: [        ]

**Vacation Days for Current Year**                                    **# DAYS**

Annual vacation days allowed:                              A  [ 31 ]

Vacation days carried forward from previous year:         B  [    ]

**Total Vacation Days for Current Year:**          **(A+B)=C**  [    ]

**Vacation Days Taken in Current Year**                              **# DAYS**

| YYYY | MMM | DD | | YYYY | MMM | DD | | # DAYS |
|------|-----|----|----|------|-----|----|----|--------|
| | | | to | | | | D1 | |
| | | | to | | | | D2 | |
| | | | to | | | | D3 | |
| | | | to | | | | D4 | |
| | | | to | | | | D5 | |
| | | | to | | | | D6 | |

**Total Vacation Days Taken in Current Year:**     **D1+D2+D3+D4+D5+D6=D**  [    ]

**Vacation Days to Carry Forward to** [        ]          **(C-D)=E**  [    ]
Year