



Sabbatical Guidelines for Diocesan Priests

This policy outlines the details of sabbaticals for diocesan priests, from eligibility to arrangements for replacements and like matters.

A. Nature of Sabbatical

A sabbatical is different from vacation, specialized studies, leave of absence, sick leave, and annual retreat.

A sabbatical involves participation in a formal program of an educational and/or spiritual nature that will benefit his ministry.

B. Length of Sabbatical

A sabbatical normally lasts four to eight months.

C. Eligibility

Priests of the Archdiocese who have been ten years ordained are eligible for a sabbatical.

D. Financial Arrangements

The Archdiocese will pay the basic expenses for the sabbatical (room, board, tuition). The priest will pay his travel and personal expenses (including books). The parish will continue to pay his full salary and benefits, as well as those of the replacement priest.

E. Priest Replacement

A priest who wishes to take a sabbatical must make satisfactory arrangements to cover his pastoral assignment, in consultation with the Vicar General, during his absence.

F. Application Procedure

Applications should be submitted to the Archbishop, specifying:

1. The nature of the program desired,
2. Its cost,
3. The dates and location of the program,
4. The identity of the proposed parochial replacement.



G. Submission Deadline

Applications are to be submitted six months before the sabbatical program is to begin.

H. Approval for Sabbatical

The Archbishop will give approval, in writing, for a sabbatical at the same time as the necessary paperwork is done to approve the replacement.

I. Follow-Up Report

Within three months of his return, a priest must submit to the Archbishop a written evaluation of the sabbatical.