

POLICY 3.6.3 Clarification on the Computing of Priests' Vacation

In the interests of ease of calculating the paid vacation that a priest is entitled to, the following norms are in effect:

The 35 days of a priest's paid vacation time away from his parish is calculated on the calendar year. For each full calendar year, a priest is to take his prescribed time away within that calendar year. Unused days cannot be transferred to another year, without the written permission of the Archbishop.

In the year that a priest arrives in the diocese, his number of days of vacation for that calendar year will be calculated on the time that he arrived in the diocese. Thus:

- If he arrived during the months of January to March, he is entitled to 27 days to be taken before the end of the calendar year;
- If he arrived during the months of April to June, he is entitled to 18 days to be taken before the end of the calendar year;
- If he arrived during the months of July to September, he is entitled to 9 days to be taken before the end of the calendar year;
- If he arrived between the months of October to December, the calculation of vacation days begins with the next calendar year.

In the year that a priest departs finally from the diocese, his number of days of vacation for that calendar year will be calculated on the time in that year that he served in the diocese. Thus:

- If he departs during the months of January to March, he is not entitled to any further vacation days before the date of his departure;
- If he departs during the months of April to June, he is entitled to 9 days to be taken before the date of his departure;
- If he departs during the months of July to September, he is entitled to 18 days to be taken before the date of his departure;
- If he departs between the months of October to December, he is entitled to 27 vacation days to be taken before the date of his departure.
- Any vacation time owing at the date of termination of appointment must be taken prior to that date.