

Policy 3.6.5 Sabbatical Leave for Priests

There is built into the culture of most professions the possibility for a member to take a sabbatical. The word itself suggests that this would happen every seven years, as a way to be renewed and rejuvenated in one's field of study and labour. In the Archdiocese of Grouard-McLennan, where many of the priests who serve are from other countries and whose service in the Archdiocese is for a determined period of time (usually six or seven years), the taking of a sabbatical leave is not a well-established custom. However, for many Catholic dioceses and religious congregations, sabbatical leave is a common practice, and the Archdiocese has created this policy in response to the intellectual, spiritual, and other needs of its priests.

Personal Sabbatical Leave

An incardinated priest of the Archdiocese of Grouard-McLennan may request a personal sabbatical of two full months **after ten years** of ministry in the Archdiocese, with the following understandings:

1. For the two months he will receive 50% of the customary monthly allowance.
2. For the two months, the premiums for the benefits package will be paid as usual.
3. The Archdiocese is not responsible for any costs incurred by the priest in relation to this personal sabbatical leave, unless otherwise agreed to in writing by the Archbishop.
4. The priest taking a personal sabbatical leave is responsible for arranging his replacement in his parish(es) during the time that he is away. This must be arranged before the sabbatical leave is granted. If a priest from outside of the Archdiocese will provide pastoral assistance, he must meet the requirements of Policy 6.7.
5. The priest must also complete form 3.6.1.a for the period of sabbatical leave, to ensure that the arrangements for pastoral assistance for his parish(es) are understood by the priest himself, the parish pastoral council(s), and the Archdiocese.
6. It is understood that at the conclusion of such a personal sabbatical leave, the priest will return to his current pastoral assignment, unless otherwise negotiated with the Archbishop.
7. Any terms other than the above must be agreed to in writing by the Archbishop of Grouard-McLennan.

The priest must submit Form 3.6.5.a and Form 3.6.1.a. at least three months before the proposed leave is to begin. The priest must ensure that arrangements for pastoral assistance are clearly described in the forms.

Because non-incardinated priests are in the Archdiocese for a limited time, they are not usually entitled to a personal sabbatical leave.

Request for Sabbatical Leave

Form 3.6.5.a

Priest		
Parish		
Leave Dates	Start:	End:
Purpose or objective of sabbatical leave		
Proposed plan for sabbatical leave		
<u>Month One</u>		
<u>Month Two</u>		
<u>Other</u>		
Priest's declaration		
<p>I am making this request for sabbatical leave in accordance with Policy 3.6.5. I understand that, <u>if I receive permission</u> to take this leave: (please check (√))</p> <p><input type="checkbox"/> I will receive 50% of the customary living allowance for the two months of leave;</p> <p><input type="checkbox"/> I have arranged to pay two months' premiums for the SunLife benefits package;</p> <p><input type="checkbox"/> I have arranged for pastoral assistance in my assigned parishes for the two months I will be away and made these arrangements known in these places;</p> <p><input type="checkbox"/> I have informed the Chair of the Parish Pastoral Council(s) and the Parish Finance Committee(s) of my assigned parishes;</p> <p><input type="checkbox"/> I will return to my assigned parishes on the date indicated above.</p> <p>Signature: _____ Date: _____</p>		

Attached:

- Form 3.6.1.a and additional arrangements for pastoral assistance during sabbatical leave period
- Proof of payment of benefits premiums for two months

Archbishop's decision	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Approved, with the following conditions or stipulations:
<input type="checkbox"/>	Not approved, for the following reason(s):

Archbishop's Signature

Date