



Archdiocese of Regina

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Chancery Office

GUIDELINES FOR PRIESTS VACATION AND EMERGENCY LEAVE OF ABSENCE

1. In line with c. 533 §2, each priest may each year be absent on vacation from his parish for a period not exceeding of one month, continuous or otherwise. Thus a priest may be absent for 4 Sundays. If a pastor is gone for four weekends straight, he should ensure that a priest celebrates the Eucharist for at least two of those weekends. Such visiting priest must be both in good standing with his diocese/religious congregation of incardination and must hold our Diocesan Faculties. (*The stipend and appropriate housing and travel expenses for substitute priests should be paid according to current diocesan norms*).
2. Priests are reminded to inform in writing to the Archbishop with copies to the Chancellor and Personnel Director, as well as his Dean of the dates he will be away on vacation, emergency telephone contact or e-mail address and who will be replacing him while away from the parish(es). Holidays are not to be accumulated into another year.
3. When holidays longer than prescribed in (1) above are taken, the parish is not obligated to pay the priest for those days taken as extended holidays unless the time taken were on ***compassionate grounds***, such as for personal bereavement leave or to attend to urgent family matters. These must be with prior permission granted by the Archbishop for the specific request.
4. Priests may not take holidays at Holy Week, Easter Sunday, Christmas Eve, Christmas Day, New Year's Day and during confirmation or Archbishop's pastoral visits. Time spent on approved church gatherings (e.g., WYD, Eucharistic Congress, workshops, study days, conferences or retreats) are not included in vacation time. All priests are expected to attend the 5 days of Retreat and the 4 days of clergy study days each year as organized by the Archdiocese.
5. Each priest, for good of his own health is entitled to one day off each week. For an absence from the parish for more than a week, however, the priest is bound to advise the Bishop (c. 533 §2). Priests desiring a leave of absence for reasons of health are asked to submit a letter to the Archbishop from their physician stating the nature of the problem and estimated required leave time. Priests are to ensure that their Health Card Number and Last Will and Testament/Estate (*or information on where to find them*) is on file in the Chancery.

Approved by Daniel J. Bohan

Archbishop of Regina
September 9, 2014