

PRIEST TIME-OFF



INSTRUCTION

TODAY'S DATE: _____

- Please complete this form ONE MONTH prior to leaving on vacation or pilgrimage and send it to the Chancellor at chancellor@calgarydiocese.ca
- The chancellor cannot guarantee to supply a vacation replacement while you are on vacation.
- It is the individual priest's responsibility to arrange for a substitute priest.

PERSONAL INFORMATION			
Last Name:	First Name:	Middle Name:	
Parish:	City/Town:	Prov:	PC:

PURPOSE OF TRIP					
Pilgrimage	Vacation	Workshop/Conference		Bereavement	
Other (Please explain):					
Are you travelling outside the country or overseas?:	Yes	No	I need a Celebret card:	Yes	No
Country(ies) you are travelling to:			I am retired:	Yes	No

ANNUAL VACATION TIME (30 days)	
Start date of FIRST time off: _____	End date of FIRST time off: _____
• Number of days used: _____	
• Balance of days remaining: _____	
Start date of SECOND time off: _____	End date of SECOND time off: _____
• Number of days used: _____	
• Balance of days remaining: _____	
Start date of THIRD time off: _____	End date of THIRD time off: _____
• Number of days used: _____	
• Balance of days remaining: _____	

ARRANGING FOR A SUBSTITUTE PRIEST IS THE RESPONSIBILITY OF THE APPLICANT

- Priest providing supply ministry from outside the Diocese must receive authorization from the Bishop to minister in the Diocese of Calgary. When authorization is obtained, a current letter from the Bishop/Superior granting permission to serve in the Diocese of Calgary and testifying that the priest is in good standing should be sent to the Chancellor for authorization **ONE MONTH** prior to the beginning of the scheduled vacation.

REPLACING PRIEST(S) WITHIN THE DIOCESE	
Name:	
From what parish:	Weekend or Weekday?
Contact number:	E-mail:
Name:	
From what parish:	Weekend or Weekday?
Contact number:	E-mail:
Name:	
From what parish:	Weekend or Weekday?
Contact number:	E-mail:

REPLACEMENT PRIEST FROM OUTSIDE THE DIOCESE	
Name of Substitute: <i>(A religious must have authorization from his Superior)</i>	
A current letter from the Bishop/Superior granting permission to serve in the Diocese of Calgary was submitted to the Chancellor on:	
Date the <i>Letter of Good Standing</i> was issued for the substitute Priest:	
Present assignment of proposed substitute:	
Pastors/Parochial Administrators: who of your assistants is suggested to take charge in your absence?	

CONTACT INFORMATION WHILE AWAY			
If we need to contact you while you are out of the country or on vacation, please provide contact information in order to reach you if necessary.			
CONTACT PERSON			
First Name:	Last Name:		
Address:	City/Town:	Prov:	PC /Zip:
Phone No:	Email:		