

POLICY NO. 34

SABBATICALS

1. Term definitions

A sabbatical period is a period of time during which a priest is authorized to undertake a renewal programme, or to engage in activities not directly related to his assigned ministry. A sabbatical period is to be distinguished from an authorized period of studies leading to a degree or diploma from a recognized institution of higher learning.

2. Intent of the directive

To provide for periodical sabbatical leave for priests incardinated in the Archdiocese of Ottawa so that they may renew themselves appropriately.

3. Policy

- a. The duration of the sabbatical period will be four consecutive months, unless otherwise determined by the Archbishop of Ottawa.
- b. After the completion of each ten years of active full-time ministry, priests may apply for a sabbatical leave. The granting of sabbatical leave will depend on the situation of the diocese, the needs of the priest and the availability of suitable sabbatical programmes.
- c. A sabbatical is conditional on the priest's return to full-time ministry in the Archdiocese immediately following the sabbatical period.
- d. If a priest who is granted sabbatical leave retains his office as parish priest, the diocese is responsible for the payment of all reasonable expenses related to the sabbatical such as tuition, room, board, and required books. The diocese will be responsible for the priest's full salary while on sabbatical. The parish is responsible for the salary and living expenses, according to diocesan norms, of the replacement priest. A priest on sabbatical will be responsible for his travel and personal expenses.
- e. In his application for sabbatical, a priest must include his proposed programme of renewal as well as a proposed budget.
- f. The policy entitled, "Salaries, Room and Board" shall be applied in the case of priests assigned by the Archbishop of Ottawa to formal study programmes.

4. Exception

Any exception to this policy is reserved to the Archbishop of Ottawa.

5. Effective date

This policy is effective immediately.
