

**Diocese of San Diego**

**POLICY FOR SABBATICAL LEAVE**

**1. Description**

A sabbatical is an extended leave encouraged by the Diocese for a period of three to four months in which a priest takes time off from the responsibilities of his assignment to pursue a planned and approved program of study and reflection for the purpose of increasing his theological understanding, pastoral skills, or his spiritual development. Ordinarily, a priest's annual retreat should be included in his sabbatical.

A sabbatical is distinguished from:

- A vacation that is used solely for rest, relation, and recreation
- A personal leave or leave of absence for purposes of health
- A relatively short workshop or conference for priests
- A post-graduate studies program, or a program composed solely of language studies

**2. Eligibility & Frequency**

Any incardinated or religious priest of the Diocese of the San Diego is eligible for a sabbatical, provided he has completed seven years of full-time ministry in a diocesan assignment. Subsequent sabbaticals may be taken after a minimum of seven years of full-time ministry following the previous sabbatical.

Priests should apply for a sabbatical during the course of their assignment or at the conclusion of an assignment rather than at the beginning of an assignment.

**3. Procedures for Application**

Priests interested in a sabbatical must contact in writing the director in of the Vicar for Clergy at least three months before the proposed sabbatical period. Many sabbatical programs themselves, however, require more than three months of planning and application process.

**4. Number of Priests on Sabbatical at the Same Time**

There is no limit to the number of priests who can be on sabbatical as long as clergy supply has been identified and committed.

## **5. Clergy Supply**

It is the responsibility of the priest applying for a sabbatical to arrange for qualified supply. If need be, the Vicar for Clergy may be of some assistance in identifying priests for this role.

## **6. Coverage of Sabbatical Expenses**

Sabbatical program and travel expenses will be paid by the Diocese of San Diego.

The salary and benefits for priests on sabbatical will be paid from a Diocesan Sabbatical Fund.

Clergy supply expenses, including salary, room and board, will be the responsibility of the sabbatical priest's source of salary.

## **7. Diocesan Sabbatical Fund**

In order to fund the salary and benefits of priests on sabbatical, each source of salary will be assessed \$850.00 per year, per priest.