



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0200 • Fax 916/733-0215

OFFICE OF THE BISHOP

PRIEST'S VACATION FORM

Please return/e-mail this form **one month before** leaving on vacation (to the attention of Episcopal Vicar for Clergy; mbatres-martin@scd.org or bberg@scd.org)

Name: _____				Date: _____			
<i>Please enter number of days _____ of vacation taken since January 1, of current year. Balance _____ for current year. Country you are traveling to: _____.</i>							
Vacation from:		to:		# of days:		Balance:	
Vacation from:		to:		# of days:		Balance:	
Vacation from:		to:		# of days:		Balance:	
ARRANGING FOR A SUPPLY PRIEST IS THE RESPONSIBILITY OF THE APPLICANT (D.S. §47)							
<i>Priests providing supply ministry from outside the Diocese must receive authorization to minister in the Diocese of Sacramento. A current letter from the Bishop/Superior granting permission to serve in the Diocese of Sacramento and testifying that the priest is in good standing should be sent to the Episcopal Vicar for Clergy for authorization a month prior to the beginning of the scheduled vacation. (cf. Diocesan Statute #s 24.1 and 53).</i>							
Name of substitute (a Religious must have authorization from his Superior): _____							
<i>A current letter from the Bishop/Superior granting permission to serve in the Diocese of Sacramento was submitted to the Episcopal Vicar for Clergy on _____.</i>							
<i>Date _____ of Letter of Good Standing</i>							
Present assignment of proposed substitute: _____							
Pastors, who of your assistants is suggested to take charge in your absence? _____							
<i>I can be contacted at the following, if necessary:</i>							
Contact Person: _____							
Address: _____							
Telephone: _____ E-mail: _____							
Comments: _____							
