



Memo

Date: June 28, 2024
To: Priests
From: The Most Reverend Bernard E. Shlesinger, III
Re: Priests and vacations

Dear Brothers in Christ,

The renewal of the priesthood requires that priests be committed to a consistent prayer life, communion with brother priests and the archbishop, taking advantage of opportunities for ongoing formation and intentional planning for time to rest and relax for the purpose of rejuvenation. With this latter point in mind, I write to reiterate our policy on vacations for priests.

VACATION

- 1. Policy:** Priests are entitled to 30 days of vacation per calendar year with a maximum of four weekends. The vacation benefit is prorated for periods of priestly service less than a full year. Vacation days that are not taken may not be carried over into the next year unless approval is obtained from the pastor.
- 2. Coverage:** Although the pastor or his delegate is responsible for arranging coverage for priests who are on vacation, the responsibility for planning for his own coverage while on vacation lies primarily with the individual priest taking vacation time.
- 3. Liturgies and Emergencies:** The pastor who is planning his own vacation must ensure that coverage is coordinated with the dean or other priests for the scheduled Masses, confessions and especially for any emergency calls that may require the need for a priest during his absence. The parish office staff should also be advised of which priest is supplying for Masses, confessions and emergency calls when a priest is absent from his parish.

4. **Notification:** If a priest is absent from a parish or institution for more than one (1) week, he should notify the archbishop or director of priest personnel of his planned absence in writing or e-mail.

May God grant you the rest you need so that you will be rejuvenated in your priestly ministry.

In Christ,
Bishop Ned