



### APPROVAL POLICY FOR SABBATICAL REQUESTS

1. The applicant submits a letter of intent to schedule a sabbatical to the director of ongoing clergy formation (DOCF).
2. Subcommittee: the DOCF forwards a copy of the letter to the two other members of the ongoing formation subcommittee comprised of the vicar for clergy and a representative from the clergy personnel board.
3. The subcommittee discusses the merits of the request and possible options. They will prepare a written report that is given to the bishop and the personnel board along with the letter of intent from the applicant.
4. The bishop and personnel board consider the request and make recommendations. A written report is sent to the DOFC and to the applicant.
5. The DOFC assists the applicant to make arrangements for the sabbatical, to prepare the budget, etc.
6. In regard to a priest's replacement for the sabbatical, the personnel board may be sought to help provide a substitute during this time if the priest is unable to find a replacement.

### APPROVAL POLICY FOR ONGOING FORMATION

1. The applicant submits a proposal for a major ongoing formation experience to the ongoing formation committee.
2. The subcommittee discusses the merits of the request and possible options considering the diocesan budget constraints. The DOCF contacts the applicant regarding the request's approval and/or disapproval.
3. If the request is approved, the DOCF assists the applicant to make arrangements for the formation experience, to prepare the budget, etc.
4. In regards to a priest's replacement for the continuing education, the personnel board may be sought to help provide a substitute during this time if the priest is unable to find a replacement.