

# SABBATICALS

## Application for Extended Study Leave

The Extended Study Leave should consist in a recognized continuing education program of one month or longer. This sabbatical should be a time for intellectual updating, spiritual renewal, forming community, as well as a time for rest and relaxation.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

When would you like to begin this sabbatical? \_\_\_\_\_

Applications must be made at least one year in advance of the starting date of the program. The request will be considered after that time with final approval of the bishop ten months prior to the beginning of the proposed sabbatical.

Have you sought advice concerning this sabbatical from your spiritual director?

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Have you decided upon a program for extended study? \_\_\_\_\_

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Name and details of program (include program content and cost):

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Concisely explain your purpose in seeking a sabbatical (your personal needs and interests:

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Have you ever had a leave for extended study? \_\_\_\_\_

Who would replace you in your present assignment? \_\_\_\_\_

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When a priest is given permission for an extended study leave, it is the responsibility of the Diocese through the Vicar for Clergy to find coverage for the parish or institution. The priest is encouraged to assist in this task. Only when coverage is secured, is the priest free to go (Continuing Education Policy)

Do you have suggesting for a replacement? \_\_\_\_\_

Return this application to:

Rev. Scott D. Fobare  
Continuing Education for Clergy  
12 St. Patrick's Place  
Port Henry, NY 12974

or Most Reverend Terry R. LaValley  
Diocese of Ogdensburg  
PO Box 369  
Ogdensburg, NY 13669

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