

Part 1

Request for Vacation

This form is to be used when exceeding five days off in a row and/or includes a weekend or if leaving diocesan boundaries. Once permission has been granted the complete form will be sent back to the priest and a copy of part 2 to the parish office. Any other days, individual or otherwise accumulated as part of vacation days, must be on written record and left with the parish office with availability to the finance council.

Dear Bishop Albert,