

SABBATICAL CHECKLIST

I. 18-24 months before Sabbatical:

1. Contact Continuing Formation of Clergy Office (414-769-3309) to review sabbatical programs and site options.
2. Make initial inquiries of sabbatical site to see if program matches desired outcomes.
3. Complete steps I and II A or B below.
4. Submit initial Letter of Intent to Continuing Formation of Clergy Office so your continuing education funds are put in reserve (between \$1,000 and \$3,000), your sabbatical account can be activated, and your official file begun. Advisory Board approves sabbatical request.
5. Letter of approval is sent to you after CFC Advisory Board and Vicar for Clergy approve your request.

STEP I

Complete application form. Include goals, be as specific as possible. For instance, "I seek to update my knowledge of ecclesiology by successfully completing a course on ecclesiology at Notre Dame."

STEP II

Set Sabbatical Details - please complete the appropriate section (A or B)

As a way of meeting the above goals, I have chosen:

- (A) a sabbatical program
 (B) a self-designed sabbatical

A. SABBATICAL PROGRAM:

- Name / Location of Program
- Dates:
- Application completion date:
- Acceptance notice reception date:
- Date CFC Office notified of acceptance:
- Is prerequisite work required? If so, list prerequisites and due dates

B. SELF-DESIGNED SABBATICAL: (please attach a separate sheet)

- Location
- List all resources to be utilized
- Initial bibliography
- If out of town, name of mentor or on-site supervisor
- Have you made contact with this person, and is this person willing to meet with you on a monthly basis during your sabbatical? Please include signed correspondence.
- Describe how your sabbatical will meet the goals listed above.

C. Sabbatical program expense.

These expenses are covered by the Sabbatical Fund up to \$11,000 in 2020-2021 (with an annual increase determined by the CFC Board) plus at least \$1,000 from your continuing formation account: (retired priests can use what is in their account)

- Registration fee:
- Tuition:
- Books:
- Room:
- Board:
- Travel:
- Other Program Expense:

As much as possible, bills for tuition, room and board should be sent to CFC office for direct payment. Other expenses will be reimbursed by CFC office when receipts have been submitted. **Program expenses above and beyond the \$12,000 (\$11,000 for retired priests sabbaticals or pro-rated amount for retired mini-experiences) may be reimbursed as a PROFESSIONAL EXPENSE by your employing institution or by your Continuing Formation account IF monies remain there. IF ADDITIONAL FUNDS ARE NEEDED, YOU MAY EXPLORE POSSIBLE GRANTS FROM VARIOUS FUNDING SOURCES. THIS MUST BE DONE ACCORDING TO FUNDING AGENCIES' TIMELINES. Contact CFC Office for assistance.**

D. Sacramental help-out expense for non-retired priests.

This expense is shared equally by the priest, the employing institution, and the Sabbatical Fund. This parish pays the travel / mileage expenses. For priests in non-parochial assignments who turn over stipends and stole fees to their employer, the help-out fees foregone will likewise be made up equally by the priest, the employing institution, and the Sabbatical Fund.

- Daily Mass to be covered x \$40
 - Weekend Masses to be covered x \$60
 - Confessions to be covered x \$30
- (N.B. Wedding and Funeral stole fees go directly to the help-out.)

Total help-out coverage or help-out fees foregone:

- Divide by three to arrive at the share sum due from priest, employing institution, and Sabbatical Fund. Enter result here:
- Priest enters this amount on line 2(g) of the Priests' Compensation Record (this is a salary reduction which will be spread out throughout the fiscal year of the sabbatical).
- Employing institution pays help-out expense as incurred.
- Sabbatical Fund issues check to employing institution for its share after completion of the sabbatical and upon receipt of **sacramental help-out expense incurred and written evaluation of sabbatical program.**

II. 6-12 month before Sabbatical:

1. Contact Priest Placement Board and Vicar re: your sabbatical help-outs and appointment of temporary administrator.
2. Apply to specific sites for sabbatical program. Send copies of application and acceptance to Continuing Formation of Clergy Office for your file.
3. Maintain copies of any correspondence between you and sabbatical site for your file and submit to Continuing Formation of Clergy Office.

III. Prior to July of your sabbatical year:

1. Any additional expense needed? Provide for this on Priests' Compensation Record prior to start of the fiscal year of your sabbatical.
2. Need to request a grant? Do this according to funding source requirements. The Continuing Formation of Clergy Office can give you general information, **but it is your responsibility to pursue this means of additional support.**
3. Check your health insurance re: Coverage while you are out of town. This is especially important if you will be in a foreign country.
4. For foreign sabbaticals: Is your passport up to date? Do you need a visa?
5. Arrangements made for handling your finances (salary, bills, etc.) while away?
6. Funeral arrangements up to date.

IV. Within 3 months of your return:

1. Submit written evaluation of sabbatical program and learning goals achieved to Continuing Formation of Clergy Office.

MAKE FINANCIAL ARRANGEMENTS

During your sabbatical, you are to receive your usual compensation as configured in your Priests' Compensation Record filed before each fiscal year. **If applicable, please explain how additional sabbatical-related expenses are to be handled.**