



# OFFICE OF THE VICAR FOR CLERGY

Archdiocese of Agaña

FOR PAROCHIAL VICARS:

Signature of your Pastor required for approval

## LEAVE REQUEST FORM

<b>Name:</b> <i>(First, Middle, Last)</i>		<b>Today's Date</b>
<b>Date of Departure</b>	<b>Date of Return</b>	
<b>Purpose of Leave:</b> <input type="checkbox"/> 5-day retreat <input type="checkbox"/> Vacation (31 days total) <input type="checkbox"/> Official Archdiocesan duties (please explain): <input type="checkbox"/> Other (please explain):		
<b>Are you traveling outside of Guam?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES – Location:		
<b>Do you need a Celebret?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES		
<b>Who will be your substitute?</b> <i>(First, Middle, Last)</i> <i>If your substitute is from outside the Archdiocese of Agaña, he must contact the Vicar of Clergy for details and approval.</i>  Name of Priest:		
<b>If you are a pastor/parochial administrator, who will take charge in your absence?</b> <i>(First, Middle, Last)</i>  Name of Priest:		
<b>If necessary, I can be contacted at the following:</b>  Physical Address: _____  Telephone: _____  Email: _____		
<b>In an EMERGENCY, please contact:</b>  Name: _____  Telephone: _____		
Signature of priest requesting leave		Date

**FOR OFFICIAL USE ONLY:** All responses below must include the proper authorized signature.

<b>Office of the Vicar for Clergy</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved (reason)
<b>Office of the Chancellor</b>	Celebret sent to: <input type="checkbox"/> Requesting Priest <input type="checkbox"/> Receiving (Arch)diocese <input type="checkbox"/> Other:
<b>Accounting Office</b>	Remaining Vacation Balance:

*Please return this form to the Office of the Vicar for Clergy for filing*

vicarforclergy@archagana.org ♦ Mailing: 196 Cuesta San Ramon, Ste. B, Hagåtña, Guam 96910 ♦ Tel: 1-671-472-6116

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