1. Name & Designation:

2. Vacation period requested:

3. **Reason for leave** (Annual vacation/any other emergency):

4. Destination and contact details:

5. **The priest in charge during vacation** (full name, diocese/religious congregation, present assignment, good standing certificate, his contact number and email):

6. **Contact persons during your absence in the parish/mission** (Name, Ph. No. & email of two trustees):
   
   a. 
   
   b. 

7. Your flight details, itinerary:

9. Date of application, signature:

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**Office use:**

Leave approved by:
Name & Signature