



## **FACT SHEET**

### **ADMINISTRATIVE LEAVE: DEFINITION AND IMPLICATIONS**

#### **INTRODUCTION**

The following information is provided to assist the reader in understanding the details of administrative leave in cases involving allegations of sexual abuse of a minor by clergy or violations of the Standards of Ministerial Behavior and Boundaries.

Only the Archbishop of Philadelphia has the authority to place an Archdiocesan priest or deacon on administrative leave, a decision meant to help protect the children, parishioners, staff and priest or deacon involved in an allegation. Placing an accused cleric on administrative leave will help ensure that both internal and law enforcement investigations will proceed with integrity, which will instill confidence in our families, parishioners and the Church itself. The Archbishop's decision should in no way be interpreted as a reflection on the credibility of the allegation or the accused cleric. The duration of administrative leave is determined by the extent and/or outcome of the investigation.

#### **DEFINITION**

Administrative leave is the public limitation of the priestly ministries of a cleric. Archdiocesan priests and deacons placed on administrative leave may not associate in any way with any parish or organization affiliated with the Archdiocese of Philadelphia. Priests placed on administrative leave are prohibited from the public exercise of their priestly ministry and may not undertake any parish duties – even those of a secular or non-priestly nature.

#### **ARCHDIOCESAN CLERGY ON ADMINISTRATIVE LEAVE ARE BARRED FROM:**

- Publicly celebrating Mass.
- Administering any of the Sacraments.
- Residing in their former parish residence.
- Residing in any parish rectory or other Archdiocesan clerical residence without the specific approval of the Vicar for Clergy.
- Attending any functions or activities at the parish or school from which they were removed.
- Maintaining any contact with staff from the parish or organization from which they were removed.
- Engaging in any type of non-priestly work in the parish (such as clerical or administrative duties).
- Engaging in any clerical activities within another diocese.
- Initiating any contact with the accuser or responding to any contact from the accuser

#### **ARCHDIOCESAN CLERGY PLACED ON ADMINISTRATIVE LEAVE ARE PERMITTED TO:**

- Wear their clerical attire.
- Privately celebrate Mass in an appropriate place and in accordance with all relevant liturgical norms.
- Consult with canonical and/or civil counsel.
- Seek out psychological counseling paid by the Archdiocese.
- Seek out spiritual direction.



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#### **ARCHDIOCESAN CLERGY ON ADMINISTRATIVE LEAVE MUST:**

- Report all contact from the complainant/accuser to the Office of Clergy.
- Report to the Clergy Support Associate on a regular schedule as determined by the Office of Clergy.
- Keep the Office of Clergy informed of any change in residence and immediately update the office in the event of any change of contact information.

#### **ARCHDIOCESAN CLERGY ON ADMINISTRATIVE LEAVE CAN EXPECT:**

- Their name to be removed from the list of active priests or deacons with full canonical faculties in the Archdiocese of Philadelphia.
- The Archdiocese will provide housing for priests should they need it through an existing residence within the Archdiocese or through the provision of housing allowance.
- Their wages and insurance benefits to remain in place during the administrative leave period.
- Periodic updates on the significant steps in the canonical process through the Office of Clergy.

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*February 2012*



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