



# St. Thomas Syro-Malabar Catholic Diocese of Chicago

## Application Form for Leave

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**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:**

**8. Date of application, signature:**

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**Office use:**

Leave approved by:  
Name & Signature