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## **SICK LEAVE AND MATERNITY /PATERNITY LEAVE:**

Sick leave is granted for prolonged illness. An illness is considered prolonged when it becomes necessary for the department to arrange for a replacement or make unusual adjustments to cover classes. Any full-time faculty member who has begun service at Molloy is entitled to sick leave of up to one half year at contract salary minus the cost of replacements. Exempt from those deductions is a week or more of the cost of the replacements according to the following schedule: one (1) week in the first year of employment, two (2) weeks in the second year, and so on, up to and including seven (7) weeks in the seventh year. After seven (7) years of full-time employment at Molloy through the eleventh (11) year, a faculty member is entitled to an accumulation of up to one half year's sick leave at full salary with no deduction for cost of replacement.

After eleven (11) years of full-time employment at Molloy, a faculty member is entitled to an accumulation of up to one (1) year's sick leave at full salary with no deduction for cost of replacement. Records of sick leave taken will be kept by the Accounting Office in terms of fractions of a year. Accumulations of sick leave may not exceed current maximum entitlement. Cases of hardship occasioned by recurring prolonged illness exceeding maximum entitlement involving a faculty member with long service may be considered individually by the Board of Trustees.

Other extraordinary cases which seem in conflict with the intent of this policy shall be decided individually by the Board of Trustees. This policy does not apply to optional courses in summer or intersession. A year of service of which more than half is spent on sick leave shall not be counted in computing eligibility for Tenure, Promotion, or Sabbatical.

Accumulation of sick leave is not to be thought of as a vacation leave and is reserved only for prolonged illness. In the event of a faculty member's separation from the college, any accumulated sick leave has no cash value. After one year's service, a faculty member is eligible to apply for maternity or paternity leave.

Maternity/paternity leave is ordinarily granted by the semester without pay. Such leave may be granted to a faculty member who is a prospective adoptive parent of a child one year of age or less, provided that satisfactory proof that the child is legally placed with the parent for adoption is furnished. A maternity/paternity leave for a shorter period of time requires special arrangement with and permission of the department Chairperson/Division Dean, the Vice President for Academic Affairs, and the President. For maternity leave, medical assurance that the shorter period will not be imprudent may be requested. The faculty members on maternity/paternity leave may, if they choose, receive pay by applying all or part of their sick

leave entitlement under the above provisions. Please refer to the Family and Medical Leave Act (Part III, I, 4, p. 126)