



1000 Hempstead Ave., PO Box 5002, Rockville Centre, NY 11571-5002  
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## **EXTENDED SICK LEAVE**

When an employee must be out of work due to a *disabling condition* certified either by a *Notice and Proof of Claim for Disability Benefits*, *Workers-Compensation Doctor Notification Letter* or *FMLA Certificate*, he or she may apply for extended sick leave as described below.

Six weeks (eight in cases of cesarean section) of total time will be granted for a mother's leave of absence due to the birth of a child (assuming no complications otherwise certified).

Salary continuance for an employee's own serious health condition will be approved according to the below schedule and as approved by the certifying document. In all cases, before being granted any extended sick leave, **the employee is expected to utilize his or her current year's paid sick and personal hours as well as any of the current year's vacation hours (in that order) excluding the three week accumulation allowance.**

Based on the time certified on the medical forms and inclusive of any vacation sick and personal time utilized, the College will continue the employee's salary in full according to the following schedule;

<u>Years of Service</u>	<u>Duration of Salary Continuance</u>
Less than 1	5 days
1 but not 5	8 weeks
5 but not 10	16 weeks
10 or more	26 weeks