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MILITARY LEAVES FOR PERIODS OF INTERMITTANT SERVICE

Employees requesting paid military leave, must submit a copy of their military orders to the Office of Human Resources. The orders should specify the dates of drills, maneuvers, etc. The employee will be paid his or her regular compensation at the College and the compensation received while on duty for a maximum of up to two weeks per anniversary year

If military leave extends beyond the two weeks, the employee will be placed on unpaid military leave status.

