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LEAVE OF ABSENCE WITHOUT PAY

Faculty members who need considerable time for study, research, scholarly writing, personal renewal, or other serious personal reasons may receive leaves of absence without pay. Written consent of Chairperson/Division Dean and permission of the Vice President for Academic Affairs, and the President are required. Normally, request for such leave shall be filed a full semester in advance. Although the leave is not considered to interrupt continuity of service or to exclude the person on leave from the faculty lists, it does not count in accumulation of service toward Tenure, Promotion, or Sabbatical. During leave of absence, the college continues contributions to the retirement on the same basis as during the previous year if the participant does likewise. The college also continues the individual's group membership in the college medical plan so long as the faculty member pays the full amount of those contributions when due. The faculty member shall sign a contract for the year of such absence and shall return from the leave of absence at her/his same rank and at the contract salary on the date of return. Faculty voting rights while on leave of absence may be exercised only if formally requested of the Faculty Council.