



1000 Hempstead Ave., PO Box 5002, Rockville Centre, NY 11571-5002  
[www.molloy.edu](http://www.molloy.edu)

## **PERSONAL TIME**

The College recognizes that from time to time employees require time off to take care of personal needs such as; to celebrate a religious holiday, to stay home with sick family members or to attend the funeral of a non-family member. In recognition of this, full-time employees are entitled to three personal days each fiscal year. Part-time employees are entitled to paid personal time on a pro-rated basis. Personal days may not be carried over into the new fiscal year, and days that are not used by the end of the fiscal year will be forfeited. Unused personal days are not paid out upon termination of employment