



MOLLOY UNIVERSITY

Policy # HR.301
Holiday Pay
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
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Scope: Non-Faculty Employees
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HOLIDAY PAY

Full-time employees of Molloy are entitled to the following paid holidays each year. Part- time and Seasonal employees are entitled to only those holidays that fall on their regularly scheduled workday. Paid holidays are as follows:

- New Year's Day
- Martin Luther King Day
- President's Day
- Holy Thursday
- Good Friday
- Easter Monday
- Founder's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Monday of Fall Break
- Tuesday of Fall Break
- Thanksgiving Wednesday
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

*Easter Sunday (If Sunday is a regular workday)

Molloy recognizes seventeen (17) paid holidays each year. University offices will be closed for a minimum of five (5) additional days each year during the holiday season. The University retains the right to require an employee to perform duties on a holiday if operational needs necessitate the employee's services. When a non-essential employee is required to work on the University observance date of a holiday, the employee will be granted the holiday on a different day. Easter Sunday is only treated as a holiday for those employees whose regularly scheduled workday is Sunday.