



**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 summer-off/reduced week 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.