



Policy # HR.304
Emergency Closing
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: All Employees
Last Revised: 09/01/2014
Last Reviewed: 07/01/2022

EMERGENCY CLOSING

Decisions on school closings are made and announced as soon as is possible on the days in question. Molloy will post the details on the emergency notification system and the Molloy website. The decision to close is made to protect the health and safety of our students, faculty, staff and administrators. Non-essential personnel must receive the approval of their Vice President or their designee before deciding to report or remain on campus during an emergency closing period.

Full and part-time and seasonal employees will be paid for the emergency closing day if they were previously scheduled to work on the day of the closing.