



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: Non-Faculty 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.