



**MOLLOY
UNIVERSITY**

Policy # HR.305
Unpaid Leave of Absence
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

UNPAID LEAVE OF ABSENCE

Unpaid leaves of absence will be considered in light of the requirements of the department and the University and may be granted to an employee in cases where an extended time away from work will be in the best interest of the employee and the University. To be eligible for an unpaid leave of absence, an employee must have successfully completed their probationary period and must have exhausted all accrued vacation and personal time. Molloy University may grant a leave of absence of up to one year for the following reasons: to accommodate a serious personal situation not covered by the Family and Medical Leave Act; grant personal medical leave after the FMLA has been exhausted; and for professional or public service.

The request is to be made in writing to the appropriate Senior Administrator, with a copy to the Employee Relations Specialist in Human Resources. The Senior Administrator in consultation with Human Resources will then review the request and, if approved, establish the terms of the leave. All requests will be considered and either approved or disapproved by the University. Benefits are not accumulated during an unpaid leave of absence. In addition, employees will need to make arrangements for paying any insurance costs for programs that they are enrolled in to prevent a lapse in coverage.

Upon the termination of the Leave of Absence, the employee is eligible for reinstatement providing that a vacancy exists. Molloy University reserves the right to fill any position for business reasons.