



MOLLOY UNIVERSITY

Policy # HR.316
Extended Sick Leave
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Faculty and Non-Faculty
Employees
Last Revised: 07/01/2014
Last Reviewed: 10/02/2023

311: Extended Sick Leave Policy Non-Faculty

When an employee must be out of work due to a circumstance covered by Workers Compensation, New York State Short Term Disability or New York State Paid Family Leave, they are expected to submit the appropriate required application forms to the Human Resources Office at least 30 days in advance of the expected absence. In emergency situations, documentation should be submitted as soon as is reasonably possible.

Employees approved for leave under one of the above categories must utilize all their paid sick time as well as any accrued vacation hours above and beyond a three-week carryover allowance. After all of these hours have been exhausted, the University will continue the employee’s salary as needed and documented by the appropriate provider in full inclusive of the above paid time off according to the following schedule;

<u>Years of Service</u>	<u>Duration of Salary Continuance</u>
Less than 1	5 days
1 but not 5	8 weeks
5 but not 10	16 weeks
10 or more	26 weeks

Faculty

Sick leave is granted for prolonged illness. An illness is considered prolonged when it becomes necessary for the department to arrange for a replacement or make unusual adjustments to cover classes. Maternity** and paternity leave is granted for the birth of or to care for a newborn child (within one year of birth); placement of a child for adoption or foster care or to care for the newly placed child (within one year of placement). Any full-time faculty member who has begun service at Molloy is entitled to sick leave pay* according to the following schedule:

<u>Years of Service</u>	<u>Duration of Salary Continuance</u>
Less than 1	5 days
1 but not 5	8 weeks
5 but not 10	16 weeks
10 or more	52 weeks

This policy does not apply to optional courses being taught as additional overload beyond the faculty member's contract. A year of service of which more than half is spent on sick leave shall not be counted in computing eligibility for Tenure, Promotion, or Sabbatical.

If a faculty member is due to return during a semester at a point when 25% or more of the course time has been delivered, they are encouraged to wait until the following semester to return. If they choose to return at that point, they will be assigned to work duties at the discretion of the department chairperson.

*Please refer to the college-wide policy on unpaid leave in accordance with the Family Medical Leave Act (FMLA), these two policies work concurrently.

**Please contact Human Resources to access the lactation room on campus.