



**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: Non-Faculty Employees
Last Revised: 07/01/2014
Last Reviewed: 07/01/2022

311: Extended Sick Leave Policy

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