



MOLLOY UNIVERSITY

Policy # HR.316A
Extended Sick Leave
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
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Scope: Faculty Employees
Last Revised: 07/01/2014
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316: Extended Sick Leave Policy

Full-time Faculty

Unless otherwise stated in the Faculty Handbook, 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.

Faculty Medical, Parental and Long-Term Disability Fact Sheet

- **Medical Leave** is requested when an employee is unable to work because of a serious health condition (as defined in Molloy's FMLA policy).
- **Parental Leave** is requested for the birth of care of a newborn child (within one year of birth) or for the placement of a child for adoption or foster care (within one year of the placement).
- **Long Term Disability Leave** is granted when a faculty member continues to be incapable of performing their regular duties after the period of approved medical leave of absence has expired **and** the faculty member has qualified for long-term disability benefits as determined by the University's Long Term Disability insurance carrier.

Duration of Salary Continuance

Medical and Parental Leave

Faculty members will be paid their contract salary per the following schedule. Salary continuance does not apply to optional courses being taught as additional overload beyond the faculty member's

<u>Years of Service</u>	<u>Salary Continuance</u>
Less than 1	2 weeks
1 but not 5	8 weeks
5 but not 10	16 weeks
10 or more	52 weeks

Long Term Disability

When a tenured faculty member continues to be incapable of performing their regular duties after the period of approved leave of absence has expired, they may apply for a one-year long-term disability leave. The long-term disability leave will be granted when the tenured faculty member has qualified for long-term disability benefits as determined by the University's Long Term Disability insurance carrier.

A tenured faculty member on long-term disability leave shall maintain their active employment status relative to benefit eligibility for up to twelve months after the long-term disability leave commenced. Income will come from the insurance carrier. If at the end of that period, the tenured faculty member is unable to return to his/her regular duties, the tenured faculty member's employment at the University shall be terminated. Thereafter, if, within twelve months of termination, the former faculty member is determined to have regained health and is once again to be able to perform all the duties of a faculty member, and there is a faculty vacancy in the former faculty member's department for which the



former faculty member is qualified, the former faculty member, upon application, shall be given preference for such vacancy.

Required Documentation:

Medical Leave - [Certification of Health Care Provider for Employee's serious health condition](#)

Parental Leave - [Certification of Health Care Provider for Family Member's condition](#)

Adoption/Foster Care Leave: [Certification of Adoption or Foster Care Placement](#)

Relevant Policies/Details:

- Paid Sick Leave – See [Paid Sick Leave](#)
- Lactation Policy and Room – See [Lactation Policy](#)
- All the above leaves that meet the criteria of FMLA will be designated as FMLA leave and run concurrently with the FMLA leave. See [Family and Medical Leave Act \(FMLA\)](#)
- For injuries that happen during work. Worker's Compensation - See [Worker's Compensation](#)