



### **311: 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.