



**MOLLOY
UNIVERSITY**

Policy # HR.319
Summer Schedule - Essential
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
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Scope: Essential Employees
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SUMMER SCHEDULE – ESSENTIAL STAFF

From the Friday following the Independence Day holiday through the Friday prior to the Labor Day Holiday (not to exceed eight (8) Fridays), the University offices are closed.

Essential personnel are expected to work 4 of the eight Fridays. Each spring a schedule will be distributed detailing each employee's four Fridays off. Any full-time employee whose regular day off is Friday should discuss their schedule with their supervisor. The above may be modified to meet the demand of certain offices. Please contact Human Resources with any questions concerning this policy. A full week off taken during the summer schedule is counted as a full work week.