



**MOLLOY
UNIVERSITY**

Policy # HR.319
Summer Schedule - Essential
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 05/01/2024
Effective Date: 05/01/2024
Scope: Essential Employees
Last Revised: 09/04/2014
Last Reviewed: 05/01/2024

SUMMER SCHEDULE – ESSENTIAL STAFF

University offices are closed for eight consecutive Fridays beginning the week of July 1st of each year.

Essential personnel are expected to work four 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.