



MOLLOY UNIVERSITY

Policy # HR.321
Holiday Pay Essential Staff
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Essential Employees
Last Revised: 09/04/2014
Last Reviewed: 07/01/2022

HOLIDAY PAY- ESSENTIAL STAFF

Full-time employees of Molloy are entitled to the following paid holidays each year. Part-time and Seasonal employees are entitled to only those holidays that fall on their regularly scheduled workday. Paid holidays are as follows:

New Year's Day	Martin Luther King Day
President's Day	Holy Thursday
Good Friday	Easter Monday
Founder's Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Monday of Fall Break
Thanksgiving Wednesday	Thanksgiving Day
Thanksgiving Friday	Christmas Day
Easter Sunday (If Sunday is a regular workday)	

The University recognizes fifteen (15) paid holidays each year. University offices will be closed for a minimum of five (5) additional days each year during the holiday season. Paid time off may also be given for Veteran's Day, depending upon the academic calendar each year. Easter Sunday is only treated as a holiday for those employees whose regularly scheduled workday is Sunday

Essential staff members who work on a University designated holiday or during the holiday week are paid at a rate of time and one half of their regular hourly wage. The first option for working the holiday shift is given to the staff person regularly scheduled to work that shift. If that staff person passes on working the shift, it is then offered to other staff in order of seniority. If no other staff person volunteers to work the holiday shift – the essential staff member

originally scheduled to work will be required to work the holiday shift. If an essential staff member who is scheduled to work does not report to work during a holiday or holiday period, the appropriate leave time will be deducted from their leave balance and if necessary, appropriate disciplinary action will be taken.