



MOLLOY UNIVERSITY

Policy # HR.317
Vacation
Responsible VP: VP for Finance, Treasurer
Responsible Office: Human Resources
Approved By: Cabinet
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Scope: Non-Faculty Employees
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VACATION

Molloy University grants paid vacation time to all full-time and part-time employees each year in recognition of continuous service. While every effort will be made to give employees their preferred vacation, vacation requests must be approved in advance by the employee’s immediate Supervisor.

Vacation Entitlement

Full time Employees become eligible and begin earning vacation after three months of continuous employment. In the first year of employment full-time employees earn 4.31 hours per bi-weekly pay period which is credited to the employee’s pay stub after the initial three-month probationary period has expired. The vacation accrual schedule increases with years of service according to the following schedule:

<u>Subsequent Years</u>	<u>Employee Earn:</u>	<u>Vice Presidents/Deans* Earn:</u>
1 - 5 Years	4.31 hours/pay period (16 days)	5.38 hours (20 days)
6 - 10 Years	5.92 hours/pay period (22 days)	5.02 hours/pay period (22 days)

Part-time, 40 hour and summer-off employees are entitled to a prorated share of vacation days in accordance with this schedule based on their regularly scheduled hours.

Scheduling Vacation Time

All vacation requests should be submitted in advance (at least 5 days) for approval. Supervisors reserve the right to approve or reject all vacation requests based on business needs. In the event that a vacation day must be taken due to an emergency, employees should notify their supervisor as soon as reasonably possible. All employees are required to notify their supervisor or designee **as soon as possible**, but no later than 15 minutes after the start of the normal work schedule, if they are not going to be available for work.

*Dean of School of Arts & Sciences, Dean of School of Business, Dean of School of Education and Human Services, Dean of School of Nursing and Health Sciences.

Zero Balance

Requests for vacation time above and beyond the time accrued will not ordinarily be approved. An employee with a zero balance who needs to take time off may be eligible for unpaid, sick, family or FMLA leave, and should reach out to the Human Resources office to discuss their alternatives.

Vacation Time Carry Over

Molloy University encourages employees to use their vacation time during the year of eligibility. However, there are times where efficient functioning of a department precludes the scheduling of vacation during the fall and spring semesters. In recognition of this fact, employees are allowed to carry over a maximum of three weeks of the vacation time they earned during a year. Part-time and summer-off employees are entitled to carry over a prorated share of the three weeks of vacation time. The carry-over allowance is not cumulative from year to year and carried-over days must be taken before the end of the next calendar year.

Vacation time in excess of the carry-over allowance, not taken by December 31st of each year, will be forfeited.

Unused Vacation Time

In the event of a termination of employment, except for gross misconduct, employees will be paid for their earned unused vacation time.