



**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

University offices are closed for eight consecutive Fridays beginning the first week of July 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.