

# Human Resources

[Home](#)

[About HR](#)

[Staff](#)

[Directions & Maps](#)

[News & Events](#)

[Policies](#)

[Contact Information](#)

[Employment](#)

[Current Employees](#)

[Dual Career Information](#)

[Applying for a Job](#)

[Employment Policies](#)

[Foreign Nationals](#)

[The WHOI Environment](#)

[Benefits](#)

[Open Enrollment](#)

[Health & Wellness](#)

[Retirement](#)

[Time Off](#)

[Work & Life](#)

[Benefits Policies](#)

[Changing/Viewing Your Benefits](#)

[FAQs](#)

[Compensation](#)

[Compensation Services](#)

[Compensation Policies](#)

[Promotion & Advancement](#)

[Pay Dates](#)

[Employee Resources](#)

[All Employees](#)

[New Employees](#)

[Supervisors](#)

[Foreign Nationals](#)

[Forms](#)

[Benefits](#)

[Employment Action](#)

[Performance Evaluations](#)

[Foreign Nationals](#)

[Miscellaneous](#)

[Human Resources Internal Forms](#)

[Guest Investigator Appointment Check-in](#)

# Extended Leave of Absence

Leave Type	Approval Level	Procedures	Renewals	Re-employment Rights
General				
Disability				
Educational				
Family & Medical				
Maternity & Paternity				
Military				

## General Guidelines

Guidelines for all types of extended leaves and a chart displaying approval levels, procedures, renewals, and re-employment rights.



## Disability

Information & guidelines for taking a disability leave of absence.



## Educational

Leaves of absence may be granted to employees who wish to continue formal education in fields related to their work at the Institution.



## Family & Medical

Family and medical leaves are employee leaves of absence for child care, personal medical care and family medical care.



## Maternity & Paternity

Information about how much time off an employee can take off for the birth or adoption of a child.



## Military

Information for employees required to participate in active duty, active duty training, or inactive duty training as a member of a reserve or National Guard organization of the U.S. Armed Forces.



## Personal

When personal reasons necessitate an employee's being absent, and the needs of the Institution will not be adversely affected, an unpaid leave of absence may be considered.



## Pre-retirement

Employees may request to use their accrued vacation in conjunction with an impending retirement.



## Temporary Assignments Elsewhere

Leaves of absence may be granted to scientific and technical staff members to accept temporary assignments elsewhere that are of a nature as to be in the Institution's best interest, and provided that the employee plans to return on a full-time basis after completion of the assignment.

Copyright ©2016 Woods Hole Oceanographic Institution.

All Rights Reserved, Privacy Policy. Problems or questions about the site, please contact [webdev@whoi.edu](mailto:webdev@whoi.edu)



WHOI is the world's leading non-profit oceanographic research organization.

Our mission is to explore and understand the ocean and to educate scientists, students, decision-makers, and the public.

[Contact Us](#)

[Site Map](#)

[WHOI.edu External](#)

[WHOI.edu Internal](#)