

# Human Resources

## Extended Leave of Absence

Category	Approval	Renewal
General Guidelines	Yes	Yes
Disability	Yes	Yes
Family & Medical	Yes	Yes
Maternity & Paternity	Yes	Yes
Personal	Yes	Yes
Temporary Assignments Elsewhere	Yes	Yes
Educational	Yes	Yes

### 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.



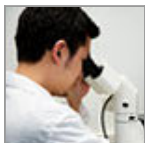
### Personal

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.

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