

Human Resources: Educational

Leaves of absence may be granted to employees who wish to continue formal education in fields related to their work at the Institution. A leave of absence may be granted by a Department Chair or Administrative Manager for periods of up to one year. It may be renewed each year up to a maximum of four years, provided that the student is maintaining satisfactory grades and requests the renewal in writing. A copy of the latest transcript must be attached to the request for renewal and forwarded to Human Resources. An educational leave of absence implies no commitment for reemployment by the Institution.

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Mail: Woods Hole Oceanographic Institution, 266 Woods Hole Road, Woods Hole, MA 02543, USA.

E-Contact: info@whoi.edu; press relations: media@whoi.edu, tel. (508) 457-2000

Problems or questions about the site, please contact webdev@whoi.edu