

## Human Resources: Military Leave

A regular employee who is 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 will be granted Military Leave. During such leave, the employee will be paid for up to 15 days (120 hours, prorated for part-time and half-time employees) of such leave, at her/his regular Institution salary.

### FMLA Expanded for Military Family Members

Eligible employees may take up to 12 weeks of unpaid leave for a “qualifying exigency,” related to the active duty status of the employee’s spouse, son, daughter, or parent (call to Duty Leave).

Eligible employees may take up to 26 weeks of unpaid leave to care for a family member who is wounded while on active military duty (Service Member Family Leave).

To be eligible for extended, non paid FMLA benefits, the employee must meet the eligibility requirements of FMLA. The employee must have worked for WHOI a total of 12 months and at least 1,250 hours over the previous 12 months.

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