

Human Resources: Personal Leave

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. Examples that may be acceptable reasons are:

- Extended sickness in the family;
- Problems, legal or otherwise, demanding the employee's personal attention;
- Marriage of an employee not entitled to paid vacation;
- Child care.

This leave without pay may be granted by the Department Chair or Manager for a period not to exceed three months. Renewals for periods in excess of three months must be requested in writing and approved by the Director. There is no guarantee that a person returning after a period of personal leave will be re-employed, although an effort will be made to do so.

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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