Human Resources

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Time Off

Holidays

The institution recognizes and provides holiday time for nine national holidays.

Vacation

Regular full-time, ¾-time, half-time, benefits-eligible temporary employees, and temporary employees are eligible to accrue vacation.

Sick Time

Information about Occasional Illness, Family Illness, Short-Term and Long-Term Disability.

Extended Leave of Absence

Extended leaves of absence is generally defined as absences of more than 40 hours in a pay period and includes personal, family, medical leaves and more.

Bereavement Leave

Bereavement leave is granted to cover absences associated with a death in the immediate family or household.

Jury Duty

A regular employee subpoenaed as a witness or juror in Federal or Commonwealth courts will be granted Jury Duty leave.

Shore Leave

Shore leave is a benefit granted to marine personnel to compensate for extended absences from Woods Hole.

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