Human Resources

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Occasional Illness

If you are out of work occasionally due to an illness or injury, WHOI will continue your salary at 100%. Hours are paid based on status for full-time (8 hours/day), 3/4-time (6 hours/day), or 1/2-time (4 hours/day). There is no set annual limit for this benefit as its purpose it to be used on an 'occasional' not frequent basis. However, there is a set limit for any single incident when an employee is out for seven calendar days. If absent for 7 days, the Occasional Illness benefit will end and the employee must apply for Short-Term Disability (STD) benefits in order to receive salary continuance beyond that period.

Once you have been out of work for 7 calendar days, you must contact Human Resources to begin the Short-Term Disability claim process. In addition, if your illness or injury continues beyond six months, you may be eligible for Long-Term Disability benefits.

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