

AUA offers the following benefits to its employees.

	<b>Employee benefits as prescribed by RA law, as applied to the American University of Armenia Fund “AUAF”</b>
1.	<b>Paid Vacation.</b> Minimal annual paid vacation of 20 working days
2.	<b>Paid Sick leave.</b> Partially paid sick-leave days.
3.	<b>Personal Paid Leave Days.</b> Four personal paid leave days per year. - These days are in addition to the minimal annual paid vacation as prescribed by law
4.	<b>Maintaining the monthly current compensation in the case of sick-leave</b> - AUAF makes up the difference paid by the RA Social Fund so that the employee’s monthly salary remains unchanged
5.	<b>Additional holidays</b> - In addition to the official RoA holidays, there are 5 additional paid holidays per year: Easter Memorial Day (the Monday following Easter Sunday), American Independence Day (July 4), Thanksgiving – United States 2 days (the fourth Thursday in November and the following Friday) and Christmas Day (December 25)
6.	<b>Health insurance coverage</b> - The maximum/full package covering all in-patient and out-patient care, including eye and dental care with some limitations as indicated by the health insurance provider. All AUAF employees having one year or longer employment contracts are eligible to receive health insurance - Travel insurance (included in the contractual agreement for health insurance)
7.	<b>Tuition remission policy</b> 7.1. Eligibility: The following members of the AUA community are eligible for tuition remission, provided all terms and conditions are met: a. Full-time employees who have worked at AUA for a minimum of five consecutive years. b. Spouses of full-time employees who have worked at AUA for a minimum of five consecutive years. c. Dependent children under the age of 23 of full-time employees who have worked for AUA for a minimum of five consecutive years. 7.2. Range of Remission a. Those eligible can apply for the tuition remission benefit for any bachelor degree, master degree, or graduate certificate. b. Full-time employees can use this benefit for more than one eligible family member. c. Applications for tuition remission for a second degree will be addressed on a case-by-case basis. d. Those eligible under this benefit must separately apply for, be admitted and meet all admissions standards. This policy neither improves nor degrades one’s chances of admission. 7.3. Cost

	<p>a. Eligible members benefiting from Tuition Remission pay tuition fees priced at 25% of the full tuition costs.</p> <p>b. Eligible members pay any additional costs or fees for admission, registration, materials, textbooks, software, laboratory, or other charges.</p> <p>c. Eligible members pay 50% total fees for up to 4 (four) preparatory courses offered through AUA Extension.</p> <p>7.4. Terms and Conditions</p> <p>a. If courses are offered during normal work hours, employees must receive permission from their supervisor.</p> <p>b. Tuition remission is available only as long as employees remain working full-time at AUA. Employees enrolled in an academic program which takes place during working hours will be required to move to part time working status. Those employees who move to part-time status because of <i>the Working Hours of Employees Enrolled in an AUA Academic Program</i> policy requirement can still benefit from the tuition remission policy.</p> <p>c. All entrance examinations, tests, and other required elements of admission are the responsibility of the applicants.</p> <p>d. The number of those eligible for this benefit each academic year may be limited due to space, financial or other restrictions, but will not be limited to less than two (2) for each program.</p> <p>e. These terms are subject to change with appropriate notification to all parties involved.</p>
8.	<p><b>Opportunity to audit graduate courses</b></p> <ul style="list-style-type: none"> <li>- Graduate course auditing with 100% discount on fees with the aim to improve the employee's performance. The benefit will be limited to one course per year per full-time employee having worked at the AUA for at least one year.</li> <li>- The course instructor must approve the request.</li> <li>- If the course is offered during normal work hours, employees must receive permission from their supervisor.</li> <li>- If the course is offered during the employee's working hours, those hours will be considered as working hours.</li> </ul>
9.	<p><b>Tuition discounts on Extension courses</b></p> <ul style="list-style-type: none"> <li>- 100% discount on the course fee for Extension courses, limited to one course per year per full-time employee having worked at AUA for at least 6 months if the course is job-related, and 50% discount on the course fee if it is not job-related.</li> <li>- If the course is offered during normal work hours, employees must receive permission from their supervisor.</li> <li>- If the Extension course takes place during the employee's working hours, those hours are considered as working hours.</li> </ul>
10.	<p><b>Business travel leave, in reference</b></p> <ul style="list-style-type: none"> <li>- Time to attend conferences and other training programs that enable the professional development of an employee.</li> <li>- When pursuing such opportunities, an employee may be excused from work without interruption in pay, for up to 5 days (unless funded or sponsored by AUA) in any given calendar year.</li> <li>- Employees must receive approval of their supervisor.</li> </ul>
11.	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>- Bereavement leave. Employees may be excused from work for up to seven calendar days, without interruption in pay, in cases of death in the employee's immediate family. For purposes of this item an immediate family member includes the employee's spouse, children, parents, siblings, parents' siblings, nieces, nephews, grandparents, grandchildren, parents-in-law, siblings-in-law and first cousins.</li> <li>- Bereavement allowance. Employees receive a bereavement allowance of 30,000 AMD in the case of death or serious illness of an immediate family member. For purposes of this item an immediate family includes the employee's spouse, children, parents and siblings.</li> </ul>

**Working Hours of Employees Enrolled in an AUA Academic Program**