AUA offers the following benefits to Employees:

	Employee benefits as prescribed by RA law and as additionally applied in the American University of Armenia Fund (AUAF)
1	**Paid vacation:** - Minimal annual paid vacation of 20 working days.
2	**Personal paid leave days:** - Four personal paid leave days per year for regular-status (full time and part time) employees. - These days are in addition to the minimal annual paid vacation as prescribed by RA law**.**
3	**Maintaining monthly compensation in the case of sick-leave:** - AUAF makes up the difference paid by the RA Social Fund so that the employee's monthly salary remains unchanged.
4	**Paid wedding leave:** - Three additional paid leave days for regular-status employees.
5	**Maternity/paternity leave:** - An eligible female employee can take the pregnancy and maternity leaves in the manner prescribed by Article 172 and Article 173 of the Labor Code of the Republic of Armenia. - An eligible male employee can take his paternity leave upon his request in the manner prescribed by the Article 176.1 of the Labor Code of the Republic of Armenia.
6	**Additional holidays:** **-** In addition to the official RA holidays, there are 8 additional paid holidays per year: New Year's Holidays (January 3, 4, and 5), 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)
7	**Health insurance coverage:** - 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 regular-status employees having one-year or longer employment contracts are eligible to receive health insurance - Travel insurance (included in the contractual agreement for health insurance)
	Tuition remission policy: **8.1. 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. **8.2. Range of Remission** a. Those eligible can apply for the tuition remission benefit for any bachelor's degree, master's degree, or

8	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. **8.3. Cost** a. Eligible members benefiting from Tuition Remission pay tuition fees priced at 25% of the full tuition costs. b. Eligible members pay any additional costs or fees for admission, registration, materials, textbooks, software, laboratory, or other charges. c. Eligible members pay 50% of total fees for up to 4 (four) preparatory courses offered through AUA Extension. **8.4. Terms and Conditions** a. If courses are offered during normal work hours, employees must receive permission from their supervisor. 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 *the Working Hours of Employees Enrolled in an AUA Academic Program* policy requirement can still benefit from the tuition remission policy. c. All entrance examinations, tests, and other required elements of admission are the responsibility of the applicants. 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. e. These terms are subject to change with appropriate notification to all parties involved.
9	**Opportunity to audit graduate courses:** - Graduate course auditing with a 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. - The course instructor must approve the request. - If the course is offered during normal work hours, employees must receive permission from their supervisor. - If the course is offered during the employee's working hours, those hours will be considered as working hours.
10	**Tuition discounts on Extension courses:** ● 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. - If the course is offered during normal work hours, employees must receive permission from their supervisor. - If the Extension course takes place during the employee's working hours, those hours are considered as working hours. ● 10% discount is granted to the family members of AUA employees for the EEC Afterschool English Program.
11	**Baby birth:** - Employees are entitled to a one-time childbirth allowance of 60,000 AMD for each child born during their employment at AUA. The allowance will be processed once the birth certificate is submitted to the HR department within 30 days of the child's birth.
	Other:

12	- 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 the purposes of this item, an immediate family member includes the employee's spouse, children, parents and siblings. - Bereavement allowance. Employees receive a bereavement allowance of 60,000 AMD in the case of the death or serious illness of an immediate family member. For the purposes of this item an immediate family includes the employee’s spouse, children, parents, and siblings.

Related Documents

Working Hours of Employees Enrolled in an AUA Academic Program