

- i. Advanced study related to the employee's professional responsibilities;
- ii. Participation in exchange programs or cultural programs related to the employee's professional responsibilities; and
- iii. Service in a public office.

b. Tuition Remission

All employees, including certain members of their families, are eligible for tuition remission at the public institutions of higher education in the Commonwealth in the manner and to the extent permitted under applicable policies of the Department of Higher Education. Copies of the existing policy are available from the University's human resources office.

Employees are invited to consult with the University's human resources office concerning University-specific policies on tuition remission that may be in effect from time to time.

c. Education Leave

Paid leaves of absence may be granted an employee to attend conferences, seminars, courses of study or like educational events with the president's prior approval on such terms and for such period as the president may in each case determine.

5. Expenses

The University will reimburse an employee for expenses, including travel-related expenses that he or she reasonably incurs in connection with the performance of assigned duties. If an employee is uncertain whether any anticipated expense is one of a kind for which reimbursement will be paid, approval to incur the expense should be sought in advance from the employee's supervisor or, where that is not possible, from the Chief Financial Officer.

Prescribed rates, which the University adjusts from time to time, apply to reimbursements for meals taken while engaged in official travel; for the use of a private vehicle on University business, reimbursement is calculated on the basis of the IRS mileage rate as it is from time to time together with the actual cost of parking and tolls.

6. Termination of Employment

a. Resignation

An employee may resign at any time from his or her employment at the University. The appropriate way to do so is by giving to the president advance written notice of the decision to resign and the date on which the resignation is to have effect. In order to enable the University to plan for any needed transition, employees are urged to give the University at least thirty days' notice of a resignation where that is possible.

b. Retirement

An employee who plans to retire should contact the University's human resources office at the earliest practicable date for assistance with the retirement process.