

## Benefits for Academic Appointments at AUB

**Benefits:** (check the AUB's Policies on Benefits and Allowances for Academic Personnel at URL: <http://pnp.aub.edu.lb/university/academic/bluebook/>)

- a. **Appointment Travel and Baggage Allowances:** provides you with one-way economy class airline ticket from your home to Beirut, Lebanon, for you, your accompanying spouse and dependent children. In addition, you will be eligible to receive as baggage allowance \$ 1,000 for you, \$ 500 for your spouse, and \$ 300 for each dependent children. **Eligibility:** faculty in professorial ranks (Assistant, Associate or full professor) who are appointed from countries other than Lebanon.
- b. **Outfitting Allowance:** If your home at the time of appointment is not Lebanon, you will be eligible for a one-time payment of \$ 1,000 if you are accompanied by a spouse or one or more eligible children, and of \$ 500 if you are not accompanied by a spouse or any eligible children. **Eligibility:** faculty in professorial ranks (Assistant, Associate or full professor) who are appointed from countries other than Lebanon. Please see the below to check if the "home" definition applies to your case:  
*AUB Faculty Manual, Section I.A.3.f p. 49: An appointee's "home" means: (1) the appointee's actual residence at the time of appointment, if the appointee has resided there continuously for a period of five or more years; and (2) in all other cases, the place located in a country of which the appointee is a citizen or legal resident (as defined by the laws of the country in question) at the time of appointment to which the appointee has the closest professional and personal ties. An appointee will be required to submit to the dean of the appropriate faculty or to the director of human resources appropriate documentation attesting to the appointee's home, which must be specified in his/her letter of appointment. What constitutes appropriate documentation will be decided on a case-by-case basis. However, if an appointee claims that a particular place is his or her home based on the criteria of clause (1) of the first sentence of Section I.A.3.f, a notarized statement(s) from the appointee's former employer(s) at the claimed home, showing the appointee's continuous, full-time employment by that employer(s) for the preceding five or more years, will normally be considered appropriate documentation of the appointee's home.*
- c. **Educational Allowances:** cover the incurred expenses of tuition fees of your children from KGI to BA/BS degree, but in no event shall the total payment for all reimbursable expenses exceed the amount of the tuition fees of IC or ACS for education in schools, and the tuition fees of AUB in similar field of study for university education per eligible student. **Eligibility:** faculty in professorial ranks (Assistant, Associate or full professor). Full-time Instructors will become eligible to receive educational allowance after serving for two consecutive years.
- d. **Annual Leave:** You are eligible for a month of paid annual vacation
- e. **Health Insurance:** You are eligible to join the Health Insurance Plan of the University after completion the pre-employment physical examination at the University Health Services.

- f. **Retirement Plan:** You are eligible to join the retirement plan A if you are an American citizen or a US Green Card holder, and you are required to contribute 5% of your floor income and AUB will contribute 10% of your floor income as well. If you are non-American or not a US Green Card holder, then you are eligible to join pension plan B, and you are required to contribute 5% of your floor income and AUB will contribute 12.5% of your floor income towards your pension.
- g. **Life Insurance:** You are eligible to apply for a free of charge life insurance with an indemnity equivalent to your floor income of two years. You may opt to upgrade the indemnity for a fee.
- h. **Housing:** You are eligible to benefit from on-campus or off-campus housing facilities for a maximum period of 13 years, 7 years of which are on-campus, and 6 years off-campus. On-campus housing facilities is extremely limited and can be provided upon availability. Standard furniture loan will also be provided. **Eligibility: faculty in professorial ranks (Assistant, Associate or full professor).**
- i. **Other Benefits:** You are also eligible for reimbursement of cost of 1 trip per year to attend or present your work at international conference or workshop, and to \$ 500 per year to cover your annual membership fee in professional society.
- j. **Home Leave:**

For the appointee to be eligible for home leave, she/he should provide evidence of the below:

1. Evidence of being either a citizen or permanent resident of a country other than Lebanon.
2. Evidence of living and working for five consecutive years in certain country. Certificate of employment is a valid evidence.
3. Evidence of having family ties in that specific country.
4. Having a rented or bought apartment in that country.

Accordingly, for your case to be considered for eligibility for home leave, you need to provide AUB with the above documentations, and then the HR department will provide you with an answer regarding your eligibility for home leave.

We are also sharing with you the latest email communication of Dr. Muhamed Harajli, Interim Provost, with AUB faculty members regarding "Home Leave" eligibility and benefit.

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From: Muhamad Harajli  
Sent: Monday, September 19, 2016 11:34 AM  
To: bod@aub.edu.lb  
Cc: Fadlo R Khuri; Mary Jaber; Samar Diab; Maroussia Stephan; Maral Dadourian  
Subject: Policy on Home Leave

Dear academic deans,

Effective September 1, 2016, Section I.G.4.b of AUB’s Faculty Manual regarding home leave pay and travel allowance will be implemented on condition that the concerned faculty member presents to the corresponding Dean’s Office original receipts and copies of the ticket(s) after returning from home leave.[1]

Also, effective AY 2016-2017, the definition of “home” and the appropriate documentation attesting to the faculty home, for current faculty members and new hires, must be strictly observed in accordance with the definition provided in Section I.A.3.f of the Faculty Manual.[2]

Thank you for your attention to this important matter.

M. Harajli

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[1] AUB Faculty Manual, Section I.G.4.b, p. 59: An amount equivalent to the basic air fare for a round trip between Beirut and the appointee’s home (or other approved destination) may be paid in lieu of the travel allowance to the appointee, spouse, and each eligible child residing with the appointee in Lebanon.

[2] Ibid, Section I.A.3.f p. 49: An appointee's “home” means: (1) the appointee's actual residence at the time of appointment, if the appointee has resided there continuously for a period of five or more years; and (2) in all other cases, the place located in a country of which the appointee is a citizen or legal resident (as defined by the laws of the country in question) at the time of appointment to which the appointee has the closest professional and personal ties. An appointee will be required to submit to the dean of the appropriate faculty or to the director of human resources appropriate documentation attesting to the appointee's home, which must be specified in his/her letter of appointment. What constitutes appropriate documentation will be decided on a case-by-case basis. However, if an appointee claims that a particular place is his or her home based on the criteria of clause (1) of the first sentence of Section 1.A.3.f, a notarized statement(s) from the appointee's former employer(s) at the claimed home, showing the appointee's continuous, full-time employment by that employer(s) for the preceding five or more years, will normally be considered appropriate documentation of the appointee's home.

**For more information and policy stipulation, please visit this link to the “Faculty Manual”, where you can find full information on the on Home Leave policy, as well as all other policies:**

<http://www.aub.edu.lb/pnp/generaluniversitiesmanuals/Documents/FacultyManual/facultymannual.pdf>

## **G. Home Leave**

### **1. Eligibility and Purpose**

Eligibility for home leave is reserved for full-time professors, associate professors, and assistant professors whose home at the time of hiring is not Lebanon. The justification for

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home leave is based on the demonstrated need to maintain periodic contact with the home (as defined in Section 1.A.3.f) of the appointee or his/her spouse and children.

## 2. Conditions for Granting Home Leave

Normally, home leave will be granted to an eligible appointee following completion of three years of continuous active service inclusive of annual leave, provided the person has been re-appointed for an additional period of service of not less than two years. No home leave shall be granted for an extension of appointment of less than two years.

## 3. Frequency and Length of Home Leave

a. The frequency and length of home leave is to be determined at the sole discretion of the University. Prior to any home leave, satisfactory arrangements must be made with the department and the dean of the faculty concerned to ensure that duties are covered.

b. For a regular full-time appointee who is on an 11-month service contract, the duration of home leave is normally one month. Such an appointee may, if feasible, take home leave in conjunction with annual leave, thereby extending the period of the appointee's visit to his or her home.

c. For a regular full-time appointee who is on a 9-month service contract, home leave must be taken simultaneously with annual leave.

## 4. Home Leave Pay and Travel Allowance

a. Home leave is treated as leave with pay, so that normal salary and benefits continue in effect during the home leave period. No additional payment is granted during home leave.

Home leave travel allowance may be provided for the appointee and for the appointee's spouse and each eligible child residing with the appointee in Lebanon, if they actually travel to the appointee's home or other approved destination within the duration of the home leave or within two months immediately preceding the home leave. If, however, the appointee's spouse is eligible to receive a similar allowance from AUB or another employer, home leave travel allowance is not provided for the spouse; and if the appointee's spouse's allowance extends to any eligible child, home leave travel allowance is not provided for that eligible child, except to the extent that suitable arrangements are made between AUB and the spouse's employer to share the cost of that eligible child's travel.

b. An amount equivalent to the basic air fare for a round trip between Beirut and the appointee's home (or other approved destination) may be paid in lieu of the travel allowance to the appointee, spouse, and each eligible child residing with the appointee in Lebanon.

c. Appointees who fail to complete the required period of service following their return from home leave are required to repay a pro rata portion of their salary, where applicable, and their home leave travel allowance, as set forth in Section 1.G.5 below.

## 5. Required Service After Home Leave

An appointee who receives a full home leave is normally required to return to AUB and complete at least one year of active service. If an appointee fails to satisfy this requirement, the appointee must repay the full amount of the salary actually paid during the leave and of the home leave travel allowance paid for the appointee and the appointee's spouse and

eligible children for that home leave. As a condition of receiving home leave, the appointee must sign an agreement consenting to repay the University if the active service requirement is not satisfied, and to have the University deduct the amount that is to be repaid from any other amount payable to the appointee.