



<b>POLICY:</b>	Relocation Expenses Policy
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<b>FIRST DRAFT:</b>	August 2021
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<b>ADOPTED:</b>	UR 2022#01
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<b>AMENDMENTS:</b>	
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<b>REVIEW:</b>	February 2027
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## **Relocation Expenses Policy**

### **1.0 Policy Statement**

1.1 Mary Immaculate College is committed to the recruitment of highly qualified staff, both domestically and internationally. In order to attract staff from international locations the College may provide financial support to assist staff to relocation to Limerick or Thurles.

1.2 Mary Immaculate College is committed to equality of opportunity in relation to employment policies, practices and procedures. All recruitment and selection procedures will comply with the provisions of the Employment Equality Acts, 1998 to 2015.

1.3 All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality in accordance with law.

### **2.0 Scope of Policy**

2.1 This Policy applies to new employees who in order to take up an appointment with MIC permanently relocate to Limerick or Thurles from a location in which they had permanently resided and which is outside the island of Ireland.

2.2 The policy is without prejudice to all other policies and procedures which may be engaged from time to time by the College.

### **3.0 Responsibilities**

3.1 It is the responsibility of the Human Resources Office to inform new or prospective employees of the terms of this policy and to approve reimbursement of properly vouched relocation expenses.

3.2 It is the responsibility of new employees to only claim reimbursement for expenses actually incurred and which are provided for in this Policy, and to submit all necessary receipts and any additional required documentation in a timely fashion using the approved expenses reimbursement process.

3.3 It is the responsibility of any staff member who ceases employment within four years of commencement to refund all or part of the relocation costs incurred by the College.

### **4.0 Relocation Expenses**

4.1 The College will reimburse approved relocation expenses to a maximum value of €3,400. Receipts must be submitted in respect of expenses claimed. All claims must be submitted within 12 months of commencement of employment.

4.2 Reimbursement of relocation expenses may be claimed in respect of the following:

- The cost of transfer of the employee and immediate family by the most economical means available;
- The cost of transfer of furniture and effects by an approved carrier along with

- associated insurance;
- Temporary board and lodging for a period of up to thirty days.