



### **C. FORGIVABLE LOAN:**

1. Reimbursement for relocation expenses will be provided in the form of a forgivable loan to be retired over a 36 month period of service for those hired into regular/continuing positions or the period of appointment if less than 36 months.
2. Continuing and regular employees who voluntarily leave the service of the College prior to completing 36 months of service will, upon termination, reimburse the College the unretired balance of the loan.
3. Term or non-regular employees who voluntarily leave the service of the College prior to the completion of their appointment will, upon termination, reimburse the College the unretired balance of the loan.

### **D. ELIGIBLE EXPENSES:**

1. Relocation expenses are deemed to include out-of-pocket expenses associated with:
  - (a) The packing and transportation of household furnishings and associated goods,
  - (b) Travel costs for the employee and his/her family to the assigned campus/centre.
  - (c) The costs of disconnecting and reconnecting major household appliances, i.e. range, clothes dryer.
  - (d) Interim lodging and meal expenses at the assigned campus/centre associated with the move itself to a maximum of three days.
2. Under certain circumstances, employees may feel it is reasonable to transport their own goods. In these instances, the employee should discuss the proposed relocation arrangements prior to initiating the arrangements, with the applicable Senior Manager. If the proposed relocation arrangements are approved then OC will reimburse the employee