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This manual replaces any previous employee manual. The policies, terms, and provisions of this manual may change without notice at the sole discretion of the University.

IDEAL ADMINISTRATOR BENEFITS
Full-time Ideal Administrator benefits are available with a minimum one-year commitment to that program.

**Room and Board**

**Housing**

Single Ideal Administrators are housed in a dormitory setting in a single room to ensure maximum privacy and quiet.

Ideal Administrators, married, with families or without children, may be housed in frat apartments or trailers.

**Meals**

Ideal Administrators receive all meals served in the University’s Annapurna Dining Hall in the Argiro Student Center. Other commissary options are available. Please ask for an outline at the Human Resource Office. One guest meal pass per month is available on request, but does not carry over to the next month.

**Quiet Hours**

The University has well-established quiet hours of 9:30 p.m. to 10:00 a.m. and 4:30 p.m. to 7:15 p.m. For everyone’s comfort, the University has also established separate gender residence living areas for single staff. We ask that you please respect this designation during the quiet hour times. Please note that guests should be asked to leave the residence halls no later than 9:30 p.m. in the evening.

**Advanced Courses**

**Weekend Invincible America Assemblies (IAA) and Meditator Residence Courses**

These courses provide the opportunity to deepen experiences in a restful, structured environment and to further the understanding of Maharishi Vedic Science℠.

All full-time Ideal Administrators may participate with the students in IAA’s and Residence Courses, which may be offered at the end of any academic term.

Meditators: After an initial two months of employment, Meditators may apply to go on a residence course. Up to six weekend residence courses (Friday evening to Sunday afternoon) may be taken per year. Many courses coincide with the monthly long weekend courses for students. Approval is needed from your department head, and course arrangements are made through the Development of Consciousness Office. The Data Manager at the Human Resource Office should be informed if time off from work is necessary in order to attend a residence course.

Governors and Sidhas: Long Weekend IAA may be available during the holiday weekends, such as Thanksgiving. In addition all Ideal Administrators may participate with the students on IAA offered at the end of the academic terms. Please see the academic calendar for dates, and call the Human Resource Office for information.

To sign up for these courses please ask your department head to call the Human Resource Office with his or her approval before the starting date of the course.

**Invincible America Assembly**
The Invincible America Super Radiance program, originally called the Creating Coherence Program (CCP), including Evening Knowledge meetings is a benefit for Ideal Administrators and Interns who practice the TM-Sidhi Program. It is ideal for gaining deep rest and deeper experiences of the Maharishi Transcendental Meditation and TM-Sidhi programs, which create the basis for developing higher states of consciousness.

Full-time Ideal Administrators who have made a **minimum two-year commitment** on the Maharishi Master Manager Track are eligible after six months to apply for IAA Program benefits. Thereafter, Ideal Administrators become eligible for one week of IAA per quarter in the calendar year. This means that a maximum of four weeks of morning rounding may be taken in one full calendar year of employment. (Interns may take a maximum of two weeks of IAA per year.) Two weeks may be taken consecutively at any approved time. These benefits may not be carried over from calendar year to calendar year.

Those who qualify for this benefit may request it through their department head. Please ask your department head to call the Human Resource Office to give approval. While participating in the IAA Program, Ideal Administrators are still expected to fulfill work obligations in the afternoon.

**One-Week World Peace Assemblies**

Ideal Administrators on the Maharishi Master Manager Track have the option of exchanging **two weeks** of their morning IAA benefit **per year** for a full-time one-week IA Assembly. Please have your department head call the Human Resource Office with his/her approval two weeks prior to the beginning of the IA Assembly.

If you choose to take a full-time one-week Assembly, it may be taken here at the University or at any other Movement facility. However, application procedures, travel expenses, and course fees for courses outside of Fairfield would be your responsibility. For courses outside of Fairfield, please have your department head call the Human Resource Office with his/her approval two weeks prior to the beginning of the Assembly you wish to attend.

**Insurance Plans**

**Health Insurance**

Ideal Administrators making at least a two-year commitment on the Maharishi Master Manager Track are eligible after two months to join the University’s Health Insurance Program and can receive health insurance with options to increase the coverage if desired.

Once you are eligible for health insurance coverage you have 30 days from your eligibility date in which to complete an insurance application form. Coverage begins as of your date of eligibility. To enroll for this coverage after the 30-day deadline, you must wait until the beginning of MUM’s new contract year with the health insurance provider, which is January 1. Then you must complete the application within 30 days of January 1 or wait another year. **It is the Ideal Administrator’s responsibility to apply during his or her eligibility period. You will receive an insurance notification form notifying you of your eligibility date at the time of your orientation to the Ideal Administrator Program.**
Those electing the health insurance program when they are first eligible are covered automatically. Those who wait are required by the plan to go through a qualification procedure.

Any Ideal Administrator making less than a two-year commitment to the Ideal Administrator program will be eligible for health insurance after one year of employment with an additional one-year commitment. In this instance your eligibility would begin on January 1 following your first year of employment.

Note to parents and spouses regarding dependent child and independent spouse health insurance eligibility: the University does not provide health insurance eligibility to dependent children under age 19 if one of the parents is employed outside the University or self-employed. In a single parent family, health insurance eligibility for a dependent child will depend on which parent is currently providing the majority of financial support to the child. Independent spouses who are self-employed or employed outside the University are not eligible for health insurance coverage.

After joining the plan there may be a period of time in which coverage is not provided for pre-existing conditions. For more information, please contact the Insurance Office at ext. 4108.

**Dental Insurance**

Any full-time University employee who makes a monthly stipend is eligible to participate in the optional dental plan. If you choose to join the plan a monthly premium will be deducted from your stipend. Spouses, whether or not they work for the University, and dependent children (“dependent” is defined as unmarried children up to the age of 19, or up to the age of 23 if the child is a full-time student, who are dependent upon the University employee for support) are eligible for participation.

This is a benefit that, if desired, should be enrolled for within 30 days of your hire date. To enroll in this coverage after the 30-day deadline, you must wait until the beginning of MUM’s new contract year, which is March 1.

Participants in this plan are free to choose whichever dentist they wish in the state of Iowa. Some procedures are not covered until the second or third year of participation. There is a yearly deductible and a maximum insurance payment per year.

If you are interested, please request a brochure and an application from Insurance Administration at ext. 4108. **It is the Ideal Administrator’s responsibility to apply for these benefits during his or her eligibility period. You will receive an insurance notification form notifying you of your eligibility date at the time of your orientation to the Ideal Administrator Program.**

**Life Insurance**

Optional life insurance for full-time Ideal Administrators is currently provided via Met Life. If you desire this benefit, enroll within 30 days of your hire date. It offers life insurance and Accidental Death and Dismemberment (AD&D) at a reasonable price. The amount varies depending upon the amount of coverage you would like to obtain. The premium is deducted from your stipend.
If you do not take this benefit within 30 days of your hire date, you may apply at a later date but must then complete a Statement of Health form, which takes about two months to be accepted or rejected.

Please call the Insurance Administrator at ext. 4108 for further details.

**Continuing Education Program**

**The Science of Creative Intelligence® (SCI) Course**

The 33-lesson SCI course is the foundation course of all education at Maharishi University of Management. SCI studies the source, course, and goal of intelligence in our life and in Nature. SCI is available periodically on a part-time basis, and anyone who has not yet taken the course is encouraged to take advantage of this opportunity when the course is available. There is no fee for full-time members of the Ideal Administrator program. Please contact the Registrar for course dates.

**Non-Credit Continuing Education Courses**

The Continuing Education Program offers a variety of non-credit courses, from ceramics to Sanskrit, the majority of which are available to full-time Ideal Administrators at no charge (unless there is a lab fee). Registration for class is required prior to course attendance. To register, call the Registrar at 641-472-7000 ext. 5514.

**Tuition Credit Eligibility**

Individuals who participate in the full-time Ideal Administrator program (or 18 hour program if not receiving housing and meals benefit) are eligible to apply through the Human Resource Office for tuition credit to pursue study in a Maharishi University of Management degree-seeking program. Note that the use of tuition credit by former Ideal Administrators as well as by dependents (children and spouses) of current Ideal Administrators requires some financial contribution (cash or student loan).

**Currently employed** Full-time Ideal Administrators may petition Human Resource Committee for tuition credit to cover the tuition of Evening Weekend degree programs, or for one-course-at-a-time “for credit” Continuing Education courses. Approval must be obtained from both the Ideal Administrator’s Department Head, and Personnel Committee. Normal work hours must be maintained, and participation in a “for credit” full day course must not exceed a normal allowed Leave of Absence. There is no financial contribution required for courses taken by currently employed Ideal Administrators.

**Former**Ideal Administrators who worked less than one year may earn $600 tuition credit for each month of work.

**Former**Ideal Administrators who worked more than one year may earn tuition credit for every year of work. One year of tuition credit:

- **Undergraduate degree** requires payment of $2,000 per year Tuition. In addition, the maximum allowable federal and state grants must be paid either in the qualifying grants or in the equivalent amount of cash and loan to replace grants. There is no cost for Housing and Meals.
• **Standard graduate programs** (Standard Masters and PhD) requires payment of housing/meals and a maximum $2,000 per year tuition payment (or 50% of tuition, whichever is less).

• **Evening Weekend** degree programs, one year of work gives the entire degree in tuition credit with a maximum payment of $2,000 per year for tuition (or 50% of tuition in a semester, if that semester tuition is less than $2,000) and requires payment of housing/meals, fees, deposits.

**Children and Spouses of Current Ideal Administrators** may be eligible for tuition credit benefits depending on the benefit package of the Ideal Administrator. Acquisition of tuition credit ends when the full-time Ideal Administrator leaves the Ideal Administrator position. Independent spouses who are self-employed or who have an hourly wage job, or a job outside the University are not eligible.

• **Housing/Meals/Fees** are not charged.

• **Tuition** contribution in the amount of $2000 is required except when the Ideal Administrator has been employed more than five years and the dependent is a USA Citizen or permanent resident in an undergraduate program.

• **Government Grant** contribution is also required by dependents who are undergraduates and USA Citizens or permanent residents. This contribution is the maximum allowable federal and state grants or the equivalent amount in cash or loans if the family does not qualify for the maximum grant allowable due to family income.

• **Security Deposit** is paid by children but not by spouses.

**Important Notes:**

Former administrators who qualify for tuition credit must begin their academic program within one year of leaving the Ideal Administrator program; otherwise credit and eligibility for tuition credit is forfeited.

Tuition credit may be used to pursue any degree level (undergraduate, Masters, or PhD), and may be used for more than one degree, but not for more than one degree per level (for example, not for two Masters degrees). Once tuition credit begins to be used by a former Ideal Administrator, there can be no break (a full semester without enrollment) in the pursuit of the academic program except in the case of an exception made by Human Resource Office, such as a family emergency.

The use of Tuition credit is not automatic or guaranteed. Qualifications for admission to the academic program are evaluated by the Admissions Office. The granting of tuition credit is awarded by the Human Resource Office on the basis of work performance, conduct, and Invincible America Assembly Super Radiance or group meditation attendance.

Tuition credit may not be used for Distance Education, Rotating University travel expenses, the TM Teacher Training program, student fees, lab fees, or security deposits.

**Dependent Spouse Tuition Credit**
Dependent Spouses are eligible to apply for tuition credit only if the full-time staff member earning approved dependent spouse benefits continues to be employed full-time as Ideal Administrator.

**Tuition Credit Summary Table**

<table>
<thead>
<tr>
<th>Staff Status (Full time)</th>
<th>Tuition Credit - UNDERGRAD</th>
<th>Tuition Credit - GRAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Staff</td>
<td>N/A</td>
<td>Eve/Week-End MVS/MBA FREE</td>
</tr>
<tr>
<td>Dependents/Spouse of Current Ideal Administrators Including Internationals</td>
<td>$2,000 per year if Ideal Administrator is employed less than 5 years + if USA Citizen or permanent resident, contribute the maximum allowable federal and state grants or replacement value in cash or loan. Free Room &amp; Board</td>
<td>Free Room &amp; Board Pay $2,000/yr tuition or 50% of semester tuition, whichever is less</td>
</tr>
<tr>
<td>Former Staff Less than 1 year</td>
<td>$600 per month credit</td>
<td>$600 per month credit</td>
</tr>
<tr>
<td>Former Staff 1 yr</td>
<td>1 year worked = 1 year Pay $2,000 + USA Citizen or permanent resident must contribute the maximum allowable federal and state grants or replacement value in cash or loan. Free Room &amp; Board if USA Citizen or Permanent Resident</td>
<td>1 year worked = 1 year credit Pay Room &amp; Board Pay $2,000/yr tuition or 50% semester tuition, whichever is less</td>
</tr>
</tbody>
</table>
Ideal Administrator Benefits

Leave of Absence/Personal Time

Unpaid Leave of Absence (LOA)

The University does not grant unpaid LOA except in the case of family emergencies, special circumstances, or serious illness as per the requirements of the “Family and Medical Leave Act.” (See “Family and Medical Leave Act” in Ideal Administrator EMPLOYMENT webpage section) Ideal Administrators need to petition the Personnel Committee for approval. Please contact the Human Resource Office for more information.

Personal Time

Full-time Ideal Administrators who work the standard six-day week may take one-half day off per month to take care of personal needs. Those who do not work the standard six-day week may take one-half day off per month for necessary medical or dental needs. This time must be arranged with your department head’s approval and, if not used during the month, cannot be accumulated or carried over.

Sick Leave

Any Ideal Administrator who needs to miss work for more than three consecutive days due to illness will be required to see a Medical Doctor and provide a written note to the Human Resource Office. The note should verify the Doctor’s prognosis and indicate how much additional missed work time, if any, he or she recommends.

Family Bereavement Leave

Ideal Administrators may take up to a maximum of one week of paid leave in the event of the death of a family member. This LOA is over and above the standard paid LOA allotment. If further time off is required, the Ideal Administrator will be required to apply to use standard paid LOA days. If more time off is still required, then the Ideal Administrator must petition the Personnel Committee to take additional days of unpaid leave.

DEPENDENT SPOUSE AND DEPENDENT CHILD BENEFITS

Please note: The Personnel Committee and University Council reserve the right to determine dependent spouse and dependent child benefit eligibility.

Not all family dependents may be approved and/or be eligible for any or all dependent benefits. Benefits may depend on budgetary or other considerations.

Dependent Spouses

If approved by the Personnel Committee, spouses who are dependents of a full-time Ideal Administrator may be eligible for the following benefits:
Ideal Administrator Benefits

- On-campus food and housing
- Group program badge
- University Bookstore discount sticker
- Group health insurance
- 2 weekend Residence Courses (Meditators) per year
- Participation on the IAA (for Sidhas), but then do not receive food and housing
- Eligibility for tuition scholarships for degree-seeking M.U.M. academic programs (including Non-Standard programs) and “for credit” Continuing Education courses

Spouses are invited to apply for the 15 hour per week spouse track on the Ideal Administrator program. If accepted for a budgeted part-time position, they may receive additional benefits as follows:

- Monthly part-time expense stipend throughout the year
- Maharishi Rejuvenation program treatments at a reduced rate

Please note that spouses choosing to work part-time who have children under age 18 are required to work 15 hours per week only when Maharishi School classes are in session and not during Maharishi School’s winter, spring, and summer breaks.

Spouses choosing to work part-time who do not have children under 18 are required to work 15 hours per week throughout the year and are eligible for the standard three weeks of paid LOA per year.

Spouses with children under age 18 who desire to work full-time for M.U.M. only during the weeks that Maharishi School classes are in session may do so, and they will receive a full-time stipend only during the weeks they are working full-time. All other benefits mentioned above (except paid LOA) will apply to those in this category.

Spouses are also invited to apply for the full-time Ideal Administrator Program at any time and if accepted for a budgeted position, will receive full-time Ideal Administrator benefits according to track and tenure.

These policies are subject to change at the discretion of the University.

**Dependent Children**

**Dependent Children through the Summer of High School Graduation** are eligible for:

- Group program badge
- 2 Weekend Residence Courses per year
- Room and board

**Dependent Children 18 or Older**

Dependent children 18 or older who are enrolled as Maharishi School of the Age of Enlightenment (MSAE) or Maharishi University of Management students and who are eligible for commissary benefits, may continue to participate in the commissary plan of their choice.

Dependent children who are currently enrolled at Maharishi University of Management and living in on-campus student housing will be required to live at home with their parents during the winter and summer breaks, unless they are officially
registered for a student break work program through the Human Resource Office. Children age 23 and above who are living with their families during the winter and summer breaks are required to work on the University’s 18-hour room and board program to earn a standard Annapurna meal pass, if desired.

**Dependent children attending M.U.M. or MSAE**

Dependent children who have graduated from high school or college, or who are no longer students may live at home with their parents without paying a room and board charge for three to six months—that is, while they are here on vacation, waiting to go to graduate school, or seeking employment. They will also receive the standard WPA/Residence Course benefits given to full-time students.

Children who are employed in town may live at home with no room and board charge for up to three to six months at the discretion of the Personnel Committee. If, after this period, they wish to continue living at home, they will be asked to pay a standard room and board charge to the University, or join the Ideal Administrator program 18-hour Room and Board Track.

While visiting during vacation periods, dependent children over 18 and less than 23 years of age, who are not students at Maharishi University of Management but are enrolled as students at other colleges, may receive a badge for group program; however, they will not be eligible for free Weekend Residence Courses. They will be issued a standard Annapurna meal pass.

**Dependent Children: MSAE or M.U.M. Tuition Scholarships**

Please note: the following tuition scholarship eligibility for children ends if the full-time Ideal Administrator parent leaves University employment. At age 30, children are no longer eligible for tuition scholarships. Grandchildren are also not eligible for tuition scholarships.

Up until their 30th birthday, children of full-time Maharishi Master Managers are eligible to apply through the Human Resource Office for tuition scholarships at Maharishi School of the Age of Enlightenment (MSAE) and/or for any degree-seeking program at the University (one degree per level), not including Distance Education programs. Children may petition the Personnel Committee for an exception to pursue more than one degree per level.

Parents of children applying for tuition scholarships at MSAE are required to submit a Financial Aid Independent Review (FAIR) form to the Maharishi School Student Accounts Office. Parents who have significant personal financial resources may be required to contribute a portion of their child’s tuition in the form of cash and/or loan. MUM will cover the cost of submitting the FAIR application for processing.

Children enrolling in M.U.M. undergraduate and Ph.D. programs must apply for federal and state grants such as the Pell Grant and the Iowa Tuition Grant by filing the Free Application for Federal Student Aid (FAFSA) no later than June 15 prior to the beginning of each academic year. Children who do not qualify for the Iowa Tuition Grant
are required to make a cash and/or loan contribution in the amount equivalent to the current value of the Iowa Tuition Grant.

Tuition scholarships do not cover Distance Education programs or the extra cost above tuition of Rotating University programs or special courses developed at Maharishi Open University and Maharishi Vedic University. Additional cash contributions may also be required for the College of Maharishi Vedic Medicine Program, the standard M.A. in Maharishi Vedic Science program, and other Master’s programs. Tuition scholarships do not cover TM-Sidhi program tuition, or Teacher Training Course tuition. Children must pay the Security Deposit and student fees for enrollment in academic programs. Room and board is covered through the approved full-time Ideal Administrator family benefit package for undergraduate and Master’s programs, but not Ph.D. programs. Meal plans continue according to arrangements with the Human Resource Office.

Children who are current Maharishi School or Maharishi University of Management students may also petition the Personnel Committee for tuition scholarships for part-time “for credit” Continuing Education courses or Non-Standard academic programs. If enrolling in a Non-Standard program and living on campus, children age 18 or over are required to join the Ideal Administrator 18-hour room and board program to cover room and board charges.

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**CAREER TRACK**

**Full-Time**

**Important Note:** To join a track or change tracks after the two-month introductory period, you must inform the Human Resource Office in writing. Acceptance to various tracks is not automatic, and eligibility requirements vary for each track and are subject to change. You should receive confirmation of acceptance to the track of your choice from the Human Resource Office. Please read the information below to determine which track you are interested in.

**Transcendental Meditation Sidhi™ (CIC) Course Track**

Citizens of the Age of Enlightenment who are committed to the Ideal Administrator program for one year are, after six months, eligible to apply for a scholarship for the TM-Sidhi course, called the Center Invincibility Course (CIC). If you are accepted on the CIC, you may take the course at the time it is offered; however, you are expected to complete the entire 12 months of service to the Ideal Administrator program. In addition you must commit to being in the Dome for one year after completion of the flying block.

While earning credit for the CIC, you may not earn tuition credit for any other academic programs.

Contact the Human Resource Office for application instructions when you are ready to apply for CIC. Application procedures and acceptance are then organized through the local Maharishi Peace Palace. If you are accepted to the TM-Sidhi course, then eligibility for a scholarship is possible and based in part, on successfully fulfilling the following TM-Sidhi Track requirements:

- Twice daily attendance at group meditation
Ideal Administrator Benefits

- A high quality of work performance and attendance
- Maintenance of good health while on the Ideal Administrator program
- Successful completion of at least one Residence Course
- Regular checking (at the Peace Palace)

The final two-week block of the CIC program is taken in residence and is considered as two weeks of your three-week paid LOA for that year. Transportation costs to and from the two-week in-residence block are not covered.

You will be charged the full course fee if the remainder of the one year commitment is not completed after the course.

**Maharishi University of Management Tuition Eligibility Track**

Individuals who participate in the Ideal Administrator program may apply for tuition scholarship eligibility. Tuition scholarships may only be used to pursue study in a Maharishi University of Management full-time degree-seeking program.

For further details please refer to “Tuition Scholarship Eligibility” under the Ideal Administrator Benefits section.

**Maharishi Master Manager Track**

The Maharishi Master Manager Track is for Citizen Sidhas and Governors wishing to make a career commitment to the University with a minimum commitment of two years. Extra benefits to help provide a more comfortable stay include higher stipends, health insurance, the Invincible America Creating Coherence Program (CCP), and eligibility to apply for tuition scholarships to Maharishi School of the Age of Enlightenment or Maharishi University of Management for those Ideal Administrators with dependent spouses or children.

Additional benefits may be announced as they are adopted.

**Permanent Volunteer**

This program is for full time Ideal Administrators, who make a commitment to work at the University for one year or more, but under two years. Benefits include meals, a room on campus, Recreation Center pass, paid holidays and Leave of Absence, a stipend, possibility to receive CIC and tuition credit for degree courses.

**Temporary Volunteer**

This program is for Ideal Administrators who make a commitment to work at the University for under a year. Benefits include meals, a room on campus, Recreation Center pass, paid holidays and Leave of Absence, and tuition credit for degree courses.

**Part Time**

**18-Hour Room and Board Track**

This track is open to Citizen Sidhas and Governors who are willing to make a minimum commitment of six months. The 18-Hour Room and Board Track provides room, board and group program privileges. The total hours of work required for each month will vary depending on the number of work-days in the month. Please contact the Human Resource Office for a month-by-month schedule of total hours required.
Participants in this program do not receive any paid holiday or sick leave. Any lost time from work must be made up with the exception of the January 12 celebration and the Guru Purnima celebration. Work schedules will be determined by the department head.

Ideal Administrators on the Room and Board Track also receive three weeks or 18 days (counted Monday–Saturday) of unpaid Leave of Absence (LOA) per anniversary year. If a longer LOA time is required, you must petition the Personnel Committee in advance. A standard storage fee may be charged for additional LOA taken since the use of your room is the benefit that you receive on this track.

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