**IBM Relocation Policy Eligibility Criteria**

**Purpose**

The IBM Relocation Policy is designed to support employees who are relocating to a new office location. The policy provides a comprehensive relocation package to assist employees with the costs associated with relocation.

**Eligibility Criteria**

To be eligible for the IBM Relocation Policy, employees must meet the following criteria:

1. **Proximity to Office**: The employee's current residence must be more than 75 miles from the new office location.
2. **Employment Status**: The employee must be a regular full-time or part-time employee of IBM.
3. **Job Requirements**: The employee's job must require relocation to a new office location.
4. **Business Necessity**: The relocation must be necessary for the business needs of IBM.
5. **Managerial Approval**: The employee's manager must approve the relocation request.
6. **Length of Service**: The employee must have been employed by IBM for at least 6 months prior to the relocation request.
7. **Performance**: The employee must be in good standing and have a satisfactory performance record.
8. **Relocation Distance**: The relocation distance must be more than 75 miles from the employee's current residence to the new office location.

**Eligible Relocation Types**

The following types of relocations are eligible for the IBM Relocation Policy:

1. **Domestic Relocation**: Relocation within the same country.
2. **International Relocation**: Relocation to a different country.
3. **Interstate Relocation**: Relocation to a different state within the same country.

**Ineligible Relocation Types**

The following types of relocations are not eligible for the IBM Relocation Policy:

1. **Commuter Relocation**: Relocation to a new residence that is within commuting distance of the current office location.
2. **Voluntary Relocation**: Relocation that is not required by IBM.
3. **Temporary Relocation**: Relocation that is temporary in nature and not intended to be permanent.

**Exceptions**

Exceptions to the eligibility criteria may be made on a case-by-case basis, subject to managerial approval and HR review.

**Relocation Request Process**

To initiate the relocation process, employees must submit a relocation request form to their manager and HR representative. The request form must include the following information:

1. **Employee Information**: Employee name, job title, and employee ID.
2. **Relocation Information**: New office location, relocation date, and relocation type.
3. **Business Justification**: Business reason for the relocation.
4. **Managerial Approval**: Manager's signature and approval.

Once the relocation request is approved, the employee will be eligible for the relocation package outlined in the IBM Relocation Policy.