

# @CompanyName Training, Learning or Certification Reimbursement Policy

*The purpose of this policy is to provide guidelines for employees seeking reimbursement for training, learning, or certification expenses incurred while performing their job duties.*

## Scope

This policy applies to all full-time and part-time employees who have completed at least 90 days of employment with our organization.

## Eligibility

To be eligible for reimbursement, employees must obtain approval from their manager before enrolling in the training or certification program. The training or certification program must be related to the employee's current job duties and must be taken through an accredited institution or vendor.

## Reimbursement

Employees who have received approval from their manager and have completed the approved training or certification program may be reimbursed for eligible expenses, including tuition, fees, and required materials. Reimbursement will be provided upon submission of the original receipt(s) and any other required documentation.

## Reimbursement Limits

The maximum amount of reimbursement per employee per calendar year is \$5,000. The actual reimbursement amount will be determined based on the cost of the program and the employee's available budget. The budget for training and certification reimbursement will be determined by the employee's department head and may vary based on departmental needs and priorities.

## Repayment Agreement

Employees who resign from their position within one year of completing a reimbursed training or certification program may be required to repay a prorated portion of the reimbursement to the company.

## Conclusion

We recognize the importance of providing opportunities for our employees to enhance their skills and knowledge through training and certification programs. By establishing clear guidelines for reimbursement, we can ensure that these programs are beneficial to both the employee and the organization.