



Educational Benefits— Learning and Development Policy

After six months of employment with Odyssey, full-time employees are eligible to participate in the Learning and Development Educational Benefits Program. The course start date must coincide with the six-month employment mark, not before. Odyssey will reimburse up to \$5,000 per plan year of costs incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities. The plan year is January through December. Employees who max out their allotted reimbursement prior to the end of the plan year must wait until the following January to begin a new course in order to be reimbursed. This education may include college credit courses, continuing education unit courses, seminars, certification tests, and annual dues. A passing grade of "B" or its equivalent must be achieved, or a completion certificate must be awarded to receive reimbursement. The reimbursement year is the year in which the course was completed, not when it started. The exception to this is for membership fees. Membership fees will be counted for the plan year they were renewed, not the plan year they expire.

Before the course start date, membership renewal date, or certification renewal date, employees must fill out a Learning and Development Pre-Approval Form (accessed through UKGPro). The employee's manager and Human Resources must approve this ***prior to the course start date*** in order to guarantee reimbursement. If the pre-approval is not submitted prior to the course start date, your reimbursement request will be denied. ***Once the course has been completed and paid for by the employee, employees must fill out a Learning and Development Reimbursement Form (accessed through UKGPro).*** *Employees cannot submit the pre-approval form and reimbursement form at the same time. The reimbursement form may only be submitted after completion of the course and payment for the course has been made in full.* Expenses must be validated by invoices and a copy of the final grade card, certification of completion, or proof of membership. These documents must be presented to Human Resources to be eligible for reimbursement. Employees will be reimbursed via direct deposit. Reimbursement will not be included in the employee's regular paycheck.

Employees must pay back in full the reimbursement they received for the course if they voluntarily resign from Odyssey within twelve months of reimbursement. Employees seeking reimbursement must agree in writing to repay Odyssey in full within twelve months from their date of departure.

Employees are expected to schedule class attendance and complete study assignments outside of their regular working hours. It is expected that educational activities will not interfere with the employee's work. Any job performance that becomes unsatisfactory during enrollment may result in termination of employment and forfeiture of reimbursement. If employees receive partial assistance from any outside sources, such as grants or scholarships, Odyssey will assist the remaining portion to the employee not to exceed the eligible levels of reimbursement described above or 100% of the course cost. Odyssey strongly encourages employees who are eligible for Veterans' Assistance benefits to utilize those benefits first and then Odyssey's program to supplement the total reimbursement package.

If you have any questions, contact benefits@odysseyconsult.com or ElizabethDowning@odysseyconsult.com.