Global Certification Policy

Objective:	To encourage employees to enhance their skills through certifications.
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Approved By:	Head - Learning & Development
Owned By	Learning and Development

Policy

This policy is applicable to Persistent Systems and its subsidiaries. All employees on the rolls of the company, who enhance their skills through the external certifications as per business requirements, can claim reimbursement as per the policy. This certification requirement should be pre-approved by the unit head and Learning & Development head.

'You Pass We Pay' Model

1. Pre-approval from Engineering Partner/ AVP & above Engineering Leaders in your hierarchy is mandatory

2. Pre-approval from Learning and Development Head is required for processing the certification reimbursement as the reimbursement will be based on the Learning and Development budget availability

3. Each employee can get reimbursement for maximum two certification exams in one Financial Year. (1st April to 31st March)

4. Reimbursement is done only for the successful attempt

5. Reimbursement of Certification exam amount is as follows:

- The certification amount will be reimbursed against the actual amount and exceeding not more than the denomination mentioned in the below table.
- Refer to below table for geo location's reimbursement denomination:

Country	Reimbursement Amount (Max.)
Mexico	4,000 MXN
Canada	250 CAD
Singapore	300 SGD
United Kingdom	150 GDP
Japan	20,000 YEN
Australia	250 AUD
Sri Lanka	30,000 LKR
Israel	750 ILS
Malaysia	1,000 RM
Switzerland	200 CHF
Germany	180 EUR
France	180 EUR
USA	200 US
South Africa	2,500 ZAR
India	15,000 INR

1. Maximum amount per certification reimbursement per person is limited to the above table in a financial year.
2. Certification Renewal charges will NOT be reimbursed.
3. Certification exam done before joining Persistent as an employee will not be reimbursed.
4. Certification exam reimbursement needs to be claimed within 6 months from the date of certification exam.
5. Each employee is required to get pre- and post-approval from:

- Engineering Partner/ AVP & above Engineering Leaders (Delivery Unit Partners & Heads) in their hierarchy
- Pre-approval from Learning and Development Head

6. The approval should confirm the following:
   - The certification is in line with the employee's project work
   - Certification Amount (Please note that the reimbursement will be as given in the table and 5th clause)

7. Reimbursement is available only on producing certificate after successful completion of the certification exam.

8. Expenses incurred for receiving training for the certification exam is not reimbursed.

9. An employee is required to take the exam conducted by the respective authorities for the external certification.

10. For India locations recovery will be applicable if the employee leaves the company within 1 year from the date of certification. For other overseas locations this clause will not be applicable.

1.

## Reimbursement for Promotion Related certifications:

For employees aspiring to move from 5.3 to 7.1 and those from 7.3 to 9.1, the reimbursement for the certifications that are mandated for grade movements can opt for **one** of the following methods in consultation and approvals with your Unit Head HR, and Engineering Partner/ AVP & above Engineering Leaders (Delivery Unit Partners & Heads)

2. **Option 1: You Pass We Pay Model** – This is as per policy mentioned above. An employee can avail max reimbursement amount of successful completion of the required certifications/trainings.

3. **Option 2 : Co-Pay Model –** As per this model, based on the approval, budget and consultation with the Engineering Partner/ AVP & above Engineering Leaders (Delivery Unit Partners & Heads), employees who are undergoing certifications/trainings that are expected as per the grade movement , can opt for the 70 : 30 Model, where, the employee pays 30% of the cost of the certification. For any re-attempts, the employee will have to bear the additional cost. The corresponding budget needs to be planned & approved by BU.

OR Additionally: 100% Reimbursement – The entire amount can be reimbursed provided; the expected certification required for the grade movement is approved by Engineering Partner/ AVP & above Engineering Leaders (Delivery Unit Partners & Heads). This decision will be taken by the Delivery Leader based on the available Budget. The corresponding budget needs to be planned & approved by BU. Please reach out to your respective Unit Head HRs for details.

Process to Apply for Certification Reimbursement in Expense Management System:
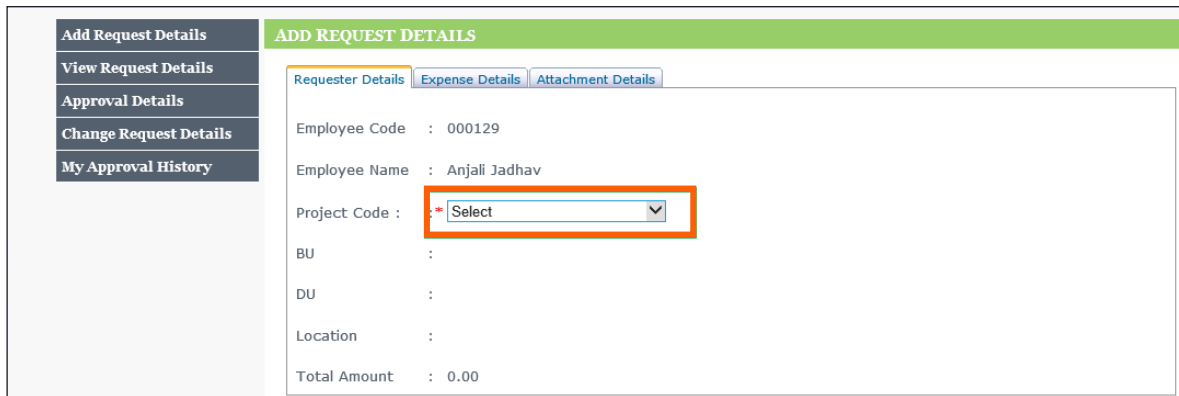
Go to Pi → Click on All Apps → Finance → Expense Management ([Click Here](#))
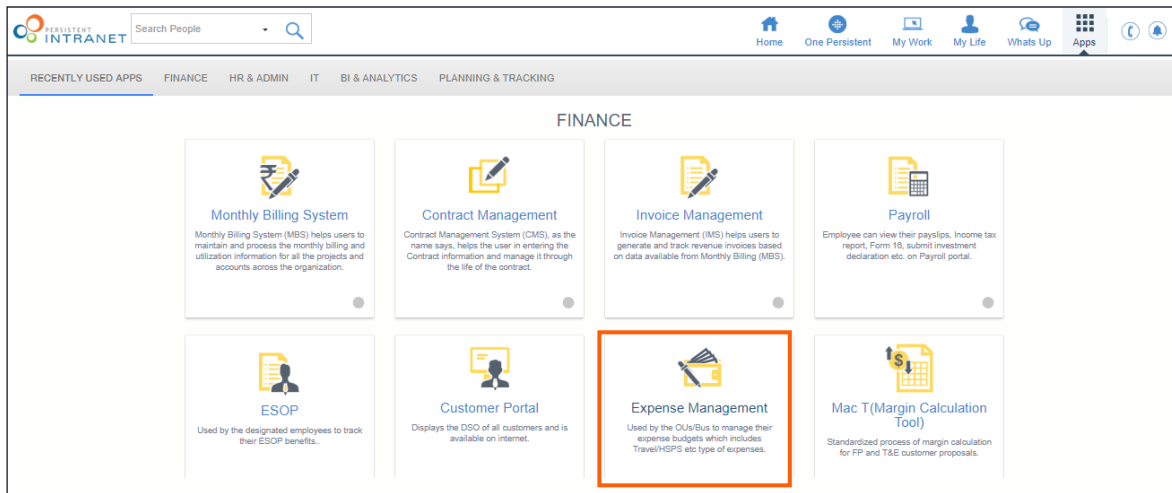
6. To add/raise new request click on Add Request Details option.
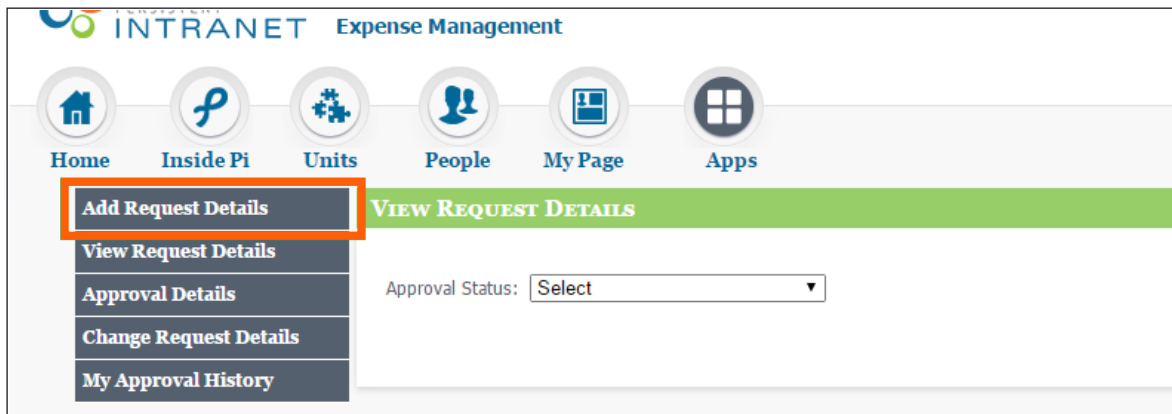
11. Select the project and all other details like employee BU, DU, location will be auto filled.

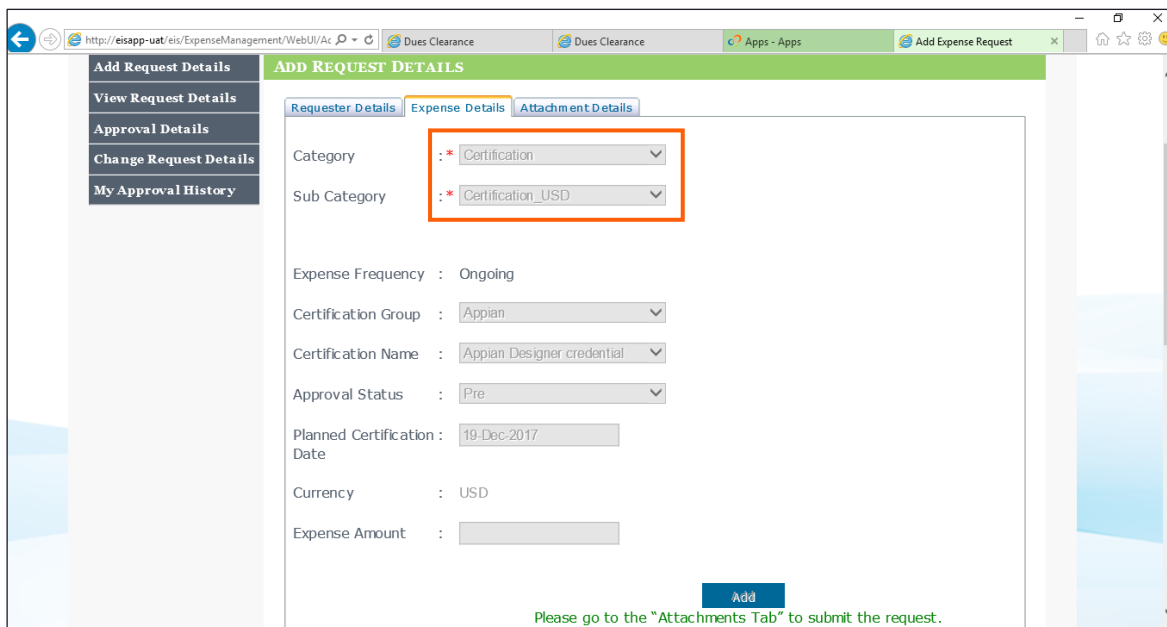| Add Request Details	**ADD REQUEST DETAILS**
View Request Details	Requester Details | Expense Details | Attachment Details
Approval Details	
Change Request Details	Employee Code : 000129
My Approval History	Employee Name : Anjali Jadhav
	Project Code : * [Select ▼]
	BU :
	DU :
	Location :
	Total Amount : 0.00

12. Click on Expense Details tab. On this page, employee should select category as "Certification" & Subcategory as "Certification (location currency)"

http://eisapp-uat/eis/ExpenseManagement/WebUI/Ac   Dues Clearance   Dues Clearance   Apps - Apps   Add Expense Request

Add Request Details	**ADD REQUEST DETAILS**
View Request Details	Requester Details | Expense Details | Attachment Details
Approval Details	
Change Request Details	Category : * [Certification ▼]
My Approval History	Sub Category : * [Certification_USD ▼]
	Expense Frequency : Ongoing
	Certification Group : [Appian ▼]
	Certification Name : [Appian Designer credential ▼]
	Approval Status : [Pre ▼]
	Planned Certification Date : [19-Dec-2017]
	Currency : USD
	Expense Amount : [ ]
	[Add]
	Please go to the "Attachments Tab" to submit the request.

13. Select Certification group and Certification name & Date for which you have appeared.

An employee must raise a pre-request, before appearing for certification, s/he should select approval status as '**pre**'. Pre-approval request Id will be generated and using this id employee can raise request for post approval.

If employee misses out on the pre-request, he/she should raise Pre -request after completion of the certification which should be dated 1 day prior to the date of certification.

Expense Frequency	: Ongoing
Certification Group	: Appian
Certification Name	: Appian Designer credential
Approval Status	: Pre
Planned Certification Date	: 19-Dec-2017
Currency	: USD
Expense Amount	:

Add

Please go to the "Attachments Tab" to submit the request.

14. Enter the certification Amount & then click on "Add" button to view the transaction details:

| Planned Certification Date | : | 21-Dec-2017 |

Currency : USD

Expense Amount :

Add

Please go to the "Attachments Tab" to submit the request.

Policy Details

FY Limit Applicable	FY Max Amount	Max Amount	Max Above Percentage	Max Request in FY	Work Commitment
Yes	1000.00	200.00	0.00	2	12

Transaction Details

Sr No.	Certification Date	Expense Amt	Amount to be reimbursed as per Policy	
1	21-Dec-2017	200.00	200.00	Delete

HOME	COMPANY INFO	APPLICATIONS	OTHERS
• CXO's Message	• Events	• Leave & Attendance	• Pi Feedback
• Company News	• Holidays	• Travel	
• Persistent TV	• Policy Store	• VMS	
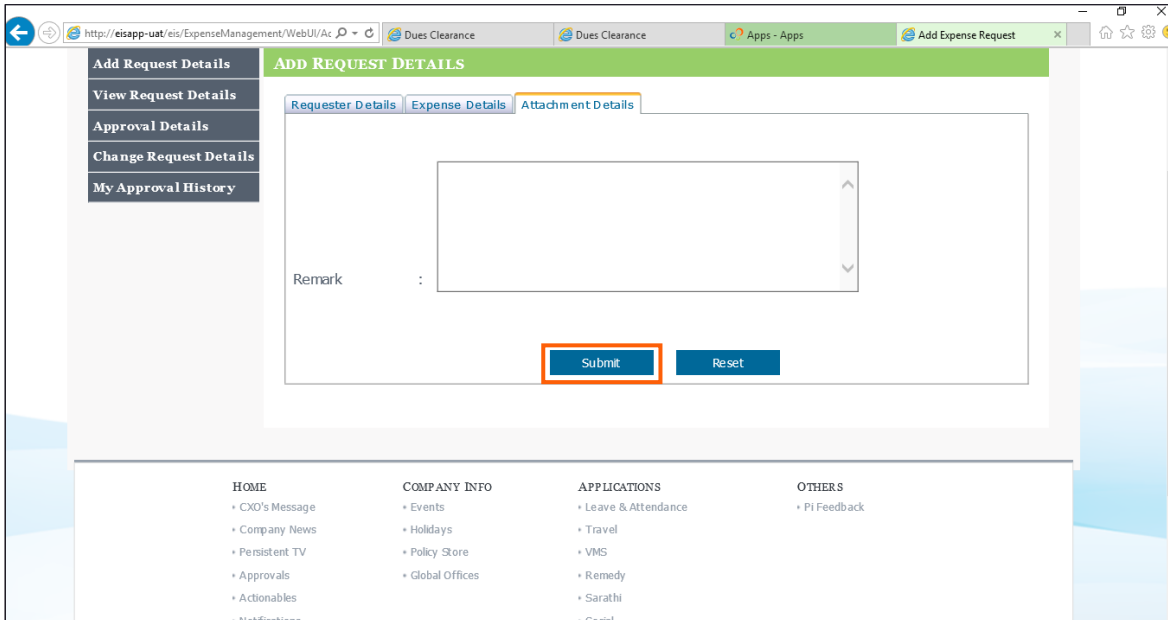
15. On the "Attachment Details Tab" Click on Submit button to raise Pre-request.
An Auto generated email will be sent to your manager

Once you have successfully raised the Pre-Request, similar process is to be followed for Post Request however additional payment information such as soft copies of fee receipts & certificate must be uploaded in the "Attachment Details Tab"

ADD REQUEST DETAILS

| Requester Details | Expense Details | Attachment Details |

Upload : [Choose File] No file chosen   [Upload]

Remark :

File		
Help ful file.txt	View	Delete

[Submit]   [Reset]

Choose file and click on upload button to attach file. Enter remarks if any. After uploading file details will be displayed at below. Employee can view or delete files.

Click on **Submit** button to raise request.

Please reach out to certification@persistent.com for further queries.