Learning & Development Budget Update 2024

Announcement Type: Policy Update **Date:** March 1, 2024 **From:** Lisa Park, Chief People Officer **To:** All Employees **Effective Date:** Immediately

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Summary

We're excited to announce an enhancement to our Learning & Development (L&D) program for 2024. Your annual L&D budget is now easier to use with expanded eligible expenses.

What's Changing

Budget Amount

Annual L&D Budget: $2,500 per employee

This amount remains the same, but we've made it easier to use.

What's New

1. **Expanded categories** - More types of learning are now covered
2. **Simplified approval** - Manager approval for most expenses under $500
3. **Faster reimbursement** - Direct submission via Ramp
4. **Rollover option** - Unused funds carry forward (up to $1,000)

Eligible Expenses

Courses & Training

Category	Examples	Limit
Online courses	Coursera, Udemy, LinkedIn Learning, Pluralsight	Full budget

Category	Examples	Limit
Professional certifications	AWS, Google Cloud, PMP, etc.	Full budget
In-person training	Workshops, bootcamps	Full budget
Technical training	Coding bootcamps, technical workshops	Full budget

Conferences & Events

Category	Examples	Limit
Industry conferences	Re:Invent, KubeCon, etc.	$1,500/event
Professional meetups	Local tech meetups	$200/year
Virtual conferences	Online events	Full budget

Note: Conference travel is separate from L&D budget (see Travel Policy)

Books & Materials

Category	Examples	Limit
Technical books	Physical or ebook	$500/year
Professional journals	Subscriptions	$200/year
Learning materials	Video courses, tutorials	Full budget

Memberships & Subscriptions

Category	Examples	Limit
Professional associations	ACM, IEEE, etc.	$300/year
Learning platforms	O'Reilly, Safari	Full budget
Industry subscriptions	Relevant to role	$200/year

Coaching & Mentorship

Category	Examples	Limit
Executive coaching	1:1 coaching	VP+ only, separate budget
Career coaching	External coaches	$500/year
Leadership programs	External programs	Manager approval

Category	Examples	Limit

What's NOT Covered

- Degree programs (see Tuition Reimbursement Policy)
- Equipment (laptops, monitors)
- General software not related to learning
- Travel and accommodation (use Travel Policy)
- Meals during training (use per diem)
- Languages not related to work

How to Use Your Budget

Under $500 (Self-Approval)

1. Verify expense is eligible
2. Pay with personal card
3. Submit receipt via Ramp
4. Category: "Learning & Development"
5. Reimbursed in next pay cycle

$500 - $2,500 (Manager Approval)

1. Discuss with your manager
2. Manager approves in Ramp
3. Pay with personal card or request corporate card
4. Submit receipts via Ramp
5. Reimbursed in next pay cycle

Over $2,500 (Special Approval)

Requests over the annual budget require: 1. Manager approval 2. HR approval (hr@novatech.com) 3. Clear business justification 4. Approved case-by-case

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Conference Attendance

Planning to Attend a Conference?

1. **Discuss with manager** - Ensure timing works
2. **Submit request** - Via L&D request form in Workday
3. **Book travel** - Use Navan for flights and hotels
4. **Expense registration** - Via Ramp (L&D category)
5. **Share learnings** - Present to team after

Conference Budget Guidelines

Item	Source
Registration	L&D budget
Travel (flights)	Department travel budget
Accommodation	Department travel budget
Meals	Per diem (Travel Policy)

Certification Support

Exam Fees

- First attempt: 100% covered
- Retakes: 50% covered
- Maximum 3 attempts per certification

Study Materials

- Official study guides: Covered
- Practice exams: Covered
- Prep courses: Covered

Popular Certifications

Certification	Typical Cost	Covered
AWS Solutions Architect	$150-300	Yes
Google Cloud Professional	$200	Yes

Certification	Typical Cost	Covered
PMP	$555	Yes
Certified Kubernetes Administrator	$395	Yes
Certified Scrum Master	$500-1,000	Yes

Tracking Your Budget

View Your Balance

1. Log in to Workday
2. Go to **Benefits → Learning & Development**
3. View current year balance
4. See expense history

End of Year

- Budget resets January 1
- Up to $1,000 can roll over
- Rollover expires if not used by end of following year

Frequently Asked Questions

Q: Can I use L&D budget for a degree program? A: No, degree programs have a separate Tuition Reimbursement Policy with different benefits and requirements.

Q: What if I want to learn something not related to my current role? A: Learning that develops transferable skills or prepares you for future roles is encouraged. Discuss with your manager.

Q: Can I combine multiple people's budgets for a group training? A: No, budgets are individual. However, you can request group training through your department budget.

Q: What happens to my budget if I leave NovaTech? A: Budget is forfeited. We won't claw back already-reimbursed expenses (except in cases of immediate departure after large expense).

Q: Can I use the budget for my team members? A: No, managers should encourage team members to use their own budgets.

Resources

- **L&D Request Form:** Workday → Learning
- **Expense Submission:** Ramp
- **Questions:** learning@novatech.com or #ask-hr
- **Policy Document:** HR-DEV-001

Examples

Example 1: Online Course

Sarah wants to take an AWS certification course on Udemy ($100). - Under $500 → Self-approval - Submit receipt via Ramp - Done!

Example 2: Conference

Mike wants to attend KubeCon ($700 registration). - Over $500 → Manager approval - Submit request in Ramp - Manager approves - Book via Navan (travel) - Submit registration receipt

Example 3: Certification Bundle

Priya wants AWS certification exam ($300) + prep course ($400) + study guide ($50) = $750 total. - Over $500 → Manager approval - One submission with all receipts - All covered under L&D

Get Started

Your L&D budget is available now. Talk to your manager about your development goals, find relevant learning opportunities, and invest in your growth!

Questions? Reach out to learning@novatech.com or your manager.

Related Documents: L&D Policy (HR-DEV-001), Travel Policy (HR-CMP-020), Tuition Reimbursement (HR-DEV-025)