

Learning & Development Budget

Policy Number: HR-DEV-002 **Effective Date:** January 1, 2021 **Last Updated:** January 1, 2024 **Owner:** People Operations **Applies To:** All full-time employees globally

Overview

NovaTech Solutions invests in employee growth through an annual learning and development budget. Every full-time employee receives dedicated funds for professional development.

Annual Budget

Amount

\$2,000 per employee per calendar year

Budget Details

- Resets January 1 each year
- Does not carry over to next year
- Prorated for mid-year hires (based on start month)
- Full-time employees only (part-time prorated by FTE)

What's Covered

Courses and Training

Online Courses - Coursera, LinkedIn Learning, Udemy, edX - Platform-specific certifications (AWS, Google, etc.) - Language learning (relevant to work) - Leadership development courses

In-Person Training - Professional workshops - Technical bootcamps - Leadership programs - Industry-specific training

Internal Learning - Some internal programs count toward budget - Most internal training is company-provided at no charge

Conferences

Eligible Expenses - Conference registration fee - Virtual conference tickets - Workshop add-ons

NOT from L&D budget (separate approval): - Travel and accommodation (covered separately, requires manager approval) - See Conference Attendance Policy (HR-DEV-003)

Books and Resources

Books - Professional and technical books - Audiobook versions - E-book subscriptions

Subscriptions - Industry publications - Professional memberships - Technical resource subscriptions

Certifications

Eligible Certifications - Industry-recognized certifications - Technical certifications (AWS, GCP, Azure, etc.) - Professional certifications (PMP, CISSP, etc.) - Certification prep materials

Exam Fees - First attempt covered - Retakes covered (within reason)

Coaching and Mentoring

External Coaching - Professional coaching sessions - Career coaching - Executive coaching (with manager approval)

Peer Learning - Paid mentoring platforms - Professional networking memberships

What's NOT Covered

Exclusions

- Degree programs (see Tuition Reimbursement HR-DEV-008)
- Travel for conferences (separate budget)
- Equipment or software (use IT budget)
- Personal development unrelated to work
- Entertainment or recreational activities
- Meals and refreshments

Boundary Cases

If unsure whether something qualifies, ask your manager or HR before purchasing.

How to Use Your Budget

Pre-Approval Process

Under \$500: No pre-approval needed - Purchase and submit for reimbursement
- Ensure it's clearly work-related

\$500 and above: Manager pre-approval required - Discuss with manager before purchasing - Manager approves via email - Then purchase and submit for reimbursement

Reimbursement Process

1. **Make the purchase**
2. **Submit in Ramp** within 30 days
 - Category: "Learning & Development"
 - Upload receipt
 - Include brief description
3. **Reimbursement processed** with next expense cycle

Direct Payment Option

For large expenses (conferences, certifications): - Contact finance-ops@novatech.com
- Request direct payment to vendor - Reduces out-of-pocket burden

Tracking Your Budget

View Your Balance

Check remaining budget in Workday: 1. Go to Benefits > Learning & Development 2. View "L&D Budget Balance" 3. See transactions and remaining amount

Manager View

Managers can view team L&D utilization: 1. Workday > Team > Benefits 2. L&D Budget Report

Best Practices

Planning Your Learning

- Discuss development goals with your manager
- Align learning with career objectives
- Consider team and company priorities
- Plan larger expenses early in the year

Maximizing Value

- Take advantage of free resources first
- Look for company discounts (posted in #learning)
- Share learnings with your team
- Apply new skills to your work

Time for Learning

- Learning time is encouraged during work hours
- Discuss schedule with your manager
- Balance learning with work responsibilities
- Some learning may happen outside work hours (your choice)

Manager Responsibilities

Supporting Development

- Discuss learning goals in 1:1s
- Help identify relevant opportunities
- Approve requests promptly
- Ensure team is aware of budget

Budget Guidance

- Help prioritize learning investments
- Don't discourage reasonable requests
- Escalate concerns to HR if needed

Company Resources

Free Learning Resources

In addition to individual budgets, NovaTech provides: - LinkedIn Learning (company subscription) - O'Reilly Online (company subscription) - Internal Tech Talks (weekly) - Manager Development Program - New Manager Boot-camp

Access via Workday Learning > Resources.

Group Training

- Team training sessions (department budget)
- Company-wide workshops (company funded)
- Compliance training (required, company funded)

Special Circumstances

New Employees

- Budget prorated by start month
- Example: August start = \$833 (5/12 of \$2,000)
- Full budget begins January 1

Role Changes

- Budget stays with employee
- New role may have different development priorities
- Discuss with new manager

Leave of Absence

- Budget remains for the year
- Cannot be used during unpaid leave
- Available upon return

Termination

- Unused budget is forfeited
- Recent purchases may need to be returned (case by case)
- Complete any in-progress courses before leaving

Frequently Asked Questions

Q: Can I combine multiple years' budgets? A: No, budget doesn't carry over. Use it within the calendar year.

Q: Can I share my budget with a teammate? A: No, budgets are individual. However, consider proposing group training for your team.

Q: What if a course costs more than my budget? A: Discuss with your manager. Additional funding may be approved for high-value learning.

Q: Do subscriptions renew automatically against my budget? A: Be careful with subscriptions. Cancel before renewal if not needed.

Q: Can I use the budget for learning a non-work skill? A: Learning should be relevant to your current or potential future role at NovaTech.

Q: What about conference travel costs? A: Travel is separate. See Conference Attendance Policy (HR-DEV-003).

Q: How do I get LinkedIn Learning / O'Reilly access? A: Access through Workday Learning. These are free and don't count against your budget.

Contact

For learning and development questions: - Email: learning@novatech.com - Slack: #learning - Manager: First point of contact for approvals

Related Documents: Conference Attendance Policy (HR-DEV-003), Tuition Reimbursement (HR-DEV-008), Certification Reimbursement (HR-DEV-009), Career Ladders (HR-DEV-015)