



## **Continuing Education Reimbursement Policy**

At SomaLogic, we value education and support your endeavor to be a lifelong learner. Through our Continuing Education Reimbursement Program, we offer financial assistance so that you can pursue your passions through professional development. SomaLogic may reimburse an employee up to a maximum of \$5,250 per year for continuing education through an accredited program that offers growth in an area related to your role at SomaLogic. This education may include college credit courses, continuing education courses, and certification study materials and exam fees.

### **Eligibility and Participation Requirements:**

Full-time, regular employees who have completed six-months of employment (employee is only eligible to submit application form after six months of employment, and courses an employee is enrolled in prior to six months of employment are not eligible for reimbursement).

Degree or Course study must be approved by manager, functional lead, and Human Resources. Considerations by management and Human Resources include but are not limited to: relevancy of degree or course to current position, relevancy of degree or course to critical strategic business need, possible impact of employee availability for work, and company scheduling needs.

School and/or Program must be accredited.

Passing Grade must be at least a "B" or its equivalent per course for reimbursement eligibility.

Expenses must be validated by receipts and a copy of the final grade and/or certification received.

Eligible expenses include tuition, required study materials, textbooks, and exam fees.

Eligible expenses do not include lodging, meals, transportation, or tools and supplies other than textbooks.

### **Procedures:**

To receive reimbursement for educational expenses, follow the procedures listed here:

- Prior to enrolling in an educational course, provide your manager with information about the course for which you would like to receive reimbursement and discuss the job-relatedness of the continuing education
- Obtain manager and functional lead approval
- Complete Continuing Education Reimbursement Application, receive manager's signature, receive functional lead signature, and submit completed form to [peopleservices@somallogic.com](mailto:peopleservices@somallogic.com); employee can then enroll in the course

- Once the course is successfully completed, submit receipts and evidence of a passing grade and/or certification to [peopleservices@somallogic.com](mailto:peopleservices@somallogic.com)
  - **Please Note: Receipts and grades/certification must be submitted within 30 days of completion of course or exam to be eligible for reimbursement.**
  - Human Resources will coordinate the reimbursement with the finance department as soon as administratively feasible – if you have questions during that time, please reach out to HR
  - Please Note: \$5,250 annual reimbursement limit is directly tied to pay date that reimbursement amount is paid out, not year that course is taken (for example – a course taken in Fall of 2022 and reimbursed on a pay period in January of 2023 would count towards 2023 maximum reimbursement limit)

Email [peopleservices@somallogic.com](mailto:peopleservices@somallogic.com) with questions.