

# 2 lee kennedy benefits

## 2.5 education assistance policy

Lee Kennedy encourages individual's self development by providing financial assistance and guidance to employees pursuing additional education and training that improves job performance or prepares the employee for future advancement.

To be eligible for tuition reimbursement, an employee must be an active employee and must receive the written approval of his/her supervisor and the Human Resources prior to enrolling in a particular course or class. Tuition reimbursement will be made only if, in the sole discretion of the company, the course or class the employee intends to take is significantly related to the employee's job. The employee is required to disclose any other types of assistance received for tuition payments, including grants and scholarships, to the employer and adjustments may be made to the approved education assistance.

Only courses or classes which have been completed and in which the employee has received a grade of 2.0 or better shall be eligible for tuition reimbursement.

The reimbursement is as follows: (2.0 – 2.7) grade will be reimbursed at 75%

(2.8 – 4.0) grade will be reimbursed at 100%

The total reimbursement will include tuition and books per course or class and shall be limited to five thousand dollars (\$5,000) per eligible employee per calendar year.

Employees who receive tuition assistance from Lee Kennedy will be obligated to reimburse Lee Kennedy for the full costs if their employment ends voluntarily or by termination due to violation of company policy within 3 years after receiving tuition assistance.