

REHAB SOLUTIONS, INC. CONTINUING EDUCATION



General Policy

Rehab Solutions makes available to its regular full-time employees continuing education that is relevant to the employee's position and that is determined to be appropriate by Rehab Solutions' management. This benefit is available on a prorated basis to regular part-time employees who work an average of 20 hours or more per week. The following time lines must be observed when applying for Continuing Education:

- You must apply in writing in advance of the event date and secure your manager's permission before attending a continuing education event.
- Only certain expenses are allowed for reimbursement, and the amount of reimbursement is limited by the accrued amount at the time your request is approved.
- PTO must be taken while away from work attending a continuing education event.

Continuing Education requests will be approved by your manager based on the following:

- the appropriateness of the course relative to the work you perform or are expected to perform
- the professional and personal development goals of the employee
- presentation of an in service and/or information exchange that must take place within 8 weeks following the Continuing Education event.

Please see the Personnel Policy Manual for detailed information about Continuing Education benefits and policies.