

Purpose

The purpose of this policy is to provide permanent employees of Perisher with the opportunity to undertake approved courses of study and to carry out other activities associated with courses of study, which will either keep the employee up-to-date or will better enable them to discharge their existing duties.

Financial assistance for Further Education or Study Leave may be approved for employees who wish to or are currently undertaking further education directly related to their employment, in their own time. Approved education courses will be those that are considered by Perisher to be consistent with the needs of the company and of mutual benefit for the employee and Perisher.

Further Education Assistance (Assistance) that is approved consistent with this policy will be considered a privilege and subject at all times to the needs of the workplace.

Scope

This policy applies to all permanent employees of Perisher, both full-time and part-time and who are enrolled or wish to enrol in a course of study that is related to his/her work. This policy does not apply to casual or seasonal employees.

This policy does not apply to Apprenticeships or Traineeships. The training of apprentices and trainees is outlined in training agreements, which have been established under the New Apprenticeships system and the Australian Traineeship Scheme.

Definitions

“The Employer” – means Perisher Blue Pty Limited.

Assessment of work related Study/Assistance

Deciding whether a particular course of education is related to work, or will increase the skill and competence of the employee and will be of benefit to the company, is a question for the Employer at its complete and absolute discretion.

Approved courses will be those which include the following:

- Professional development programs
- Workplace skills enhancement
- Personal development related to the employee’s work
- First degree or diploma courses that can be undertaken by distance education
- Second degrees, post-graduate diplomas and higher degrees, or

- Certificate, post-certificate or diploma courses that can be undertaken part-time or by distance education.

Approved courses will generally be offered by:

- Universities
- Private institutions with accredited courses (eg VETAB)
- Institutes of Technology or TAFE Colleges, and
- Other professional Institutions.

Assistance available to employees

Employees may apply for the following forms of Assistance:

- Paid leave to attend examinations associated with approved courses. Also paid leave to attend compulsory residence requirements as part of the course. The amount of leave requested, including details of exam dates and any compulsory residence requirements, is to be indicated at the time of Application for Assistance, the approval of which will remain at the CEO's complete and absolute discretion.
- Consideration in rostering to assist with attendance at lectures and tutorials.
- Reimbursement of compulsory fees, the amount of which will remain at the complete and absolute discretion of the Employer. Fees will generally only be reimbursed on successful completion of the unit/s. However, the CEO may, after receipt of an application from an employee, approve the payment of course fees in advance. This decision will be at the CEO's complete and absolute discretion.
- The reimbursement (to be determined at the time of the approval of courses and at the complete and absolute discretion of the Employer), of up to \$250.00 to cover the costs of essential or prescribed textbooks. The approved reimbursement to be made only after the successful completion of unit/s. The CEO may also approve the advance funding of textbooks at his/her complete and absolute discretion.

Depending on the level to which the Employer deems that the Further Education is related to the employee's current position and the amount of benefit to be derived from such studies for the Employer, Assistance may cover costs either in full or partially for the above items.

Assistance not available to employees

The following reimbursement of expenses will not be approved under this policy:

- Materials required for the course other than textbooks;
- Cost of travelling to or from lectures or examinations;
- Cost of accommodation for attendance at lectures even if essential to course completion;
- Membership of university, student union bodies or alumni associations;
- Annual membership fees to professional bodies;
- Late payment of fees penalty charges, fines, re-examination charges, etc;
- Stationery items, computer and/or internet costs, postage, etc; or
- Retrospective payments for costs incurred in previous studies undertaken.

No additional expense or disruption to the Employer's operations

At the time when an Application for Assistance is made, any requirements for labour expense to replace staff attending approved courses or examinations must be identified and quantified. Any potential disruptions to the Employer's operations must also be identified and fully explained. Department managers will be responsible for ensuring that this provision is properly addressed in any Application for Assistance.

The cost of any replacement labour expense will be considered as part of the overall cost of the benefit and hence whether Assistance is to be approved. The likely disruption to the Employer's operations will also be considered when approving Assistance.

Where Assistance is approved for courses studied at distance, employees must do so through a private email account and a private Internet Service Provider (ISP). That is, the employer's ISP and email accounts are not to be used. The CEO may only approve exceptions.

Staff are prohibited from working on study material during working hours.

Advance notice

All Applications for Assistance must be made no later than 30 August in the year preceding the commencement of courses, or by a date determined by the CFO when he/she issues the annual budget parameters paper. Applications for Assistance may not be approved unless sufficient notice is given.

Guarantee of Return of Service

A return of service obligation (ROSO) may be placed on the employee depending upon the circumstances of each application. That is, the employee and the Employer will acknowledge that in consideration of the Employer funding Further Education courses, the employee will agree to continue his/her employment with the Employer for an agreed period, or be liable to repay course fees and other approved expenses.

The terms of the ROSO will be agreed between the employee and the Employer, and will be written into a Deed of Agreement between the parties, prior to an Application for Assistance being formally approved. A copy of the Deed of Agreement will be retained on the employee's employment file and when signed, will be recognised as a formal amendment of employment conditions.

Nothing in the Agreement will prohibit the Employer from earlier terminating an employee for reason of misconduct, negligence or redundancy, in so far as it is reasonable for the Employer to do so.

Applications for Assistance

Employees are to complete the Application for Assistance, (attached to this policy as Appendix 1) and submit it to his/her Department Manager by the due date. The Department Manager will review the request and write their recommendation in the appropriate section of the application and submit it to the appropriate General Manager (where applicable) by the due date. The General Manager will, in a similar fashion, make recommendation and forward to the Human Resources Manager and the CFO. From this point, the Human Resources Manager and CFO will forward to the CEO for final approval.

Each Department Manager and General Manager must provide a short report indicating the nature of the benefit to be realised by both the employee and the Employer by the approval of Assistance. It will be a responsibility of each Manager to adequately justify the granting of Assistance.

If the employee has requested the Employer pay fees in advance and advance payments are required by the institution prior to approximate date of budget approval, the employee will make such advance payments.

Applications are approved for a maximum period of twelve (12) months. Applications for each subsequent year of Assistance must show evidence of successful completion of the previous year of study.

Approval of Assistance

The CEO will consider the merit and relevance of the application and determine the level of Assistance (if any) to be offered.

If the Assistance is approved (fully or partially) or rejected, the General Manager will notify the Human Resources Manager who will notify the employee in writing of the outcome of the application and the level of Assistance to be submitted for Board approval. Provisionally approved Assistance will be included in the draft Opex Training Budget for Board approval.

Applications will not be approved, or considered to be approved, until formal notice of the approval terms and conditions is issued by the CEO.

The Human Resources Manager will prepare a draft Agreement.

Reimbursement of course fees

In the case where employees are to be reimbursed (fully or partially) upon satisfactory completion of units, the employee will forward the completed Reimbursement of Fees form to the Human Resources Manager, with the following documents:

- Documentary evidence of results achieved, and
- Official receipts for compulsory fees paid.
- An appropriate Tax Invoice from the institution of study.
- A completed FBT declaration (Pro-forma to be supplied by Finance).

Reimbursement of fees will be made by direct deposit into the employee's nominated bank account through Accounts Payable once the attachments listed above are received and processed.

Payment for Study Leave

Payment at ordinary rates is payable for authorised Study Leave. No penalty rates or special payments that would be payable if the employee actually performed his/her duties are payable when the employee is on paid Study Leave.

Termination of employment

Termination of employment with Perisher will immediately terminate all approved study Assistance benefits enjoyed by the employee.

Withdrawal of Assistance

The CEO may notify, with not less than four (4) weeks notice, of the intention to terminate Assistance. An employee shall be granted a fourteen (14) day period to show cause, in writing, of why Assistance should not be withdrawn. Circumstances where this may occur include where an employee is not considered to be making appropriate use of Assistance or is not making adequate progress or achieving satisfactory results in the course. The decision of the CEO will be final.

Fringe Benefits Tax (FBT)

Courses that are work related may be exempt from, or attract FBT. For this reason, the CFO will determine the FBT implications and brief the CEO.

Interaction with other leave

Approved Study Leave may be taken in conjunction with Annual Leave, Long Service Leave or other approved leave.

Worker's Compensation

An employee who is injured while studying for courses on their own time will not generally be covered by the Employer's Worker's Compensation insurance. There are however some circumstance where an injured employee may be entitled to Worker's Compensation. The Employer's Worker's Compensation insurer will make this determination.

Authorised Policy

Peter Brulisauer
CEO
Perisher Blue Pty Ltd

23 August 2011

APPENDIX No. 1

Further Education Application for Assistance



APPLICANT'S DETAILS:

Name:	
Position:	
Department:	

COURSE DETAILS:

Name of course:			
Name of education institution:			
Cost of course: \$			Cost of textbooks (if applicable): \$
Length of course:			Current stage of course:
Amount of Study Leave required (if applicable):			
Examination dates (if applicable):			
Description of course:			
Benefits to the Company:			

APPLICANT DECLARATION:

<i>I have carefully read and understand the Further Education Policy.</i>	
Signature:	Date:

Forward to your Department Manager for approval.

DEPARTMENT MANAGER

Manager Name:		
Recommendations approved:	YES	NO
Benefits to the Company Report attached:	YES	NO
Comments:		
Signature:		Date:

Forward to your General Manager for approval (if applicable).

GENERAL MANAGER (IF APPLICABLE):

General Manager Name:		
Recommendations approved:	YES	NO
Benefits to the Company Report attached:	YES	NO
Comments:		
Signature:		Date:

Forward a copy to the CFO and the Human Resources Manager.

CHIEF EXECUTIVE OFFICER

Recommendations approved:	YES	NO	
Cost of textbooks approved:	YES	NO	N/A
Study Leave approved:	YES	NO	N/A
Comments:			
Signature:			Date: