



TUITION REIMBURSEMENT POLICY

EFFECTIVE DATE

April 2022

SCOPE

This policy (the “policy”) applies to all employees of Light & Wonder and its subsidiaries in the United States (“Light & Wonder” or the “Company”). Unless addressed in a collective bargaining agreement or otherwise agreed to by Light & Wonder and a union, this policy does not apply to employees who are represented by a union.

PURPOSE

The purpose of this policy is to provide tuition reimbursement to eligible employees who are interested in furthering their education through coursework or certifications that will enhance their skills and abilities for their current role or prepare them for career progression.

POLICY

Employees are eligible to seek reimbursement of a percentage of approved expenses if they meet the following requirements:

- The employee is considered a full-time employee (classified as exempt or non-exempt who is regularly scheduled to work 30 or more hours a week);
- The employee has received no disciplinary action within the prior 6 months at the time course work begins;
- The course(s) for which reimbursement is sought are taken at an accredited educational facility to complete a degree, certificate or certification that is job-related or will prepare them for career progression;
- The employee has at least six (6) months of continuous service with Light & Wonder at the time course work begins.

APPLICATION PROCESS

If an employee meets the eligibility requirements described above, the application process to seek approval is as follows: Complete the Tuition Reimbursement Application which requires the employee’s direct manager’s approval. Once signed, the completed Tuition Reimbursement Application should be sent to your HR Business Partner for review and then the HR Business Partner will forward to Compensation (vpratt@lnw.com) for final approval and processing. This must be submitted and approved before any coursework begins.

NOTE: Employees only need to submit a Tuition Reimbursement Application once for their degree/certification program. The employee will be notified as to whether his or her Tuition Reimbursement Application has been approved or denied. If a Tuition Reimbursement Application is denied it does not mean the employee cannot enter the degree program; it means the employee will not be reimbursed by Light & Wonder.

RESTRICTIONS

Unless approved by the employee’s manager in writing, participating in degree/certification-related activities (e.g., class attendance, studying, homework, etc.) may not take place during an employee’s regularly scheduled work hours.

BENEFITS

This Policy provides for 80% reimbursement of the following educational expenses, up to \$5,250 per calendar year (lifetime cap of \$15,750) for: Tuition and registration fees for courses that are part of a job-related degree or certification program;

Books and lab fees for those courses; and

Test fees for licenses and certifications

All courses that are part of a job-related degree program must be taken through an accredited educational facility as defined by the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs available at ope.ed.gov/accreditation.

The employee must receive a grade of B or better in each course (or “pass” for those courses that are graded on a pass/fail basis only) to receive reimbursement.

EXPENSES NOT COVERED

Test fees for college programs (SAT, GMAT, GRE, LSAT etc.);

Entrance exams;

Executive development programs;

GED fees;

Calculators, drafting tools, software or other supplies even if they are required for course as part of a degree program;

Accelerated or internet courses, programs or degrees taken at a school that is not an accredited educational facility; and

Travel expenses, internet service, parking fees and interest fees.

REIMBURSEMENT PROCESS

After the course or certification is completed, the employee must send an email to vpratt@lnw.com with supporting documentation that includes the following: (i) proof of payment for the course or certification completed as well as any other reimbursable fees and (ii) a copy of the grade report demonstrating that the employee has satisfactorily completed the course(s) with a grade of B or higher or “passing” (in the case of a “pass-fail” or non-grade system where other grading options are not available).

Please note: Reimbursement may be requested after every course an employee completes. *This is a calendar year program.* The calendar year is determined by the date the employee is paid the reimbursement. For example, if an employee takes a course that begins September 9, 2022 and ends December 15, 2022 and requests reimbursement on December 22, 2022, but is not reimbursed until January 7, 2023, then this amount counts towards the calendar year 2023 benefit since that is when the reimbursement was paid.

If all information is complete, the employee will generally be paid within four (4) weeks from the date the request for reimbursement is received.

VOLUNTARY TERMINATION & REIMBURSEMENT

Upon receipt of reimbursement under this policy, the employee is expected to continue to work for Light & Wonder for at least one (1) year. If an employee voluntarily terminates their employment during the first 12 months after reimbursement, the employee will be required to repay Light & Wonder the pro rata portion of the tuition expenses previously reimbursed to them over the past 12 months. For example, if an employee is reimbursed in January and quits for any reason in June of the same year, the employee will be required to repay Light & Wonder one-half of the tuition reimbursement expenses.

The expectation that an employee will work for Light & Wonder for a set amount of time after completion of a course does not create a contract of employment or a guarantee of their continued employment with Light & Wonder.

MISCELLANEOUS

Request for Review of Denial of Application

If a Tuition Reimbursement Application is denied, the employee may appeal the denial by sending an email to vpratt@lnw.com within 60 days after the date in which they receive the denial notice.

Benefit Termination Date

Eligibility for benefits under this policy end on the earliest date indicated below:

- Date an employee is no longer eligible;
- Date this policy is amended such that it eliminates an employee's eligibility;
- Date this policy is terminated; or
- Date an employee commits any kind of fraud or intentional misrepresentation related to the Tuition Reimbursement Program.

Benefit Overpayment

If any benefit paid to an employee under this policy should not have been paid or should have been paid in a lesser amount and the employee fails to repay the amount promptly, the overpayment may be recovered by Light & Wonder to the extent permitted by law. Light & Wonder reserves the right to recover any such overpayment by appropriate legal action.

Combination of Other Benefits

If tuition reimbursement for a particular class, program, or other related expense is reimbursed by grant, scholarship, or by any other organization or plan, Light & Wonder shall provide tuition reimbursement for the difference, if any, between the payment from the other organization or plan and the amount the employee would receive under this policy.

Any employee of Light & Wonder that violates or commits fraud or an intentional misrepresentation related to the Tuition Reimbursement Program may be subject to disciplinary action, up to and including termination of employment.

Light & Wonder reserves the right to change, modify or terminate this policy at any time. Should any provision of this policy be or become unlawful by virtue of an applicable local, state or federal law, such provision shall be considered null and void to the extent necessary to render the remaining portion of this policy lawful.