



# English/Spanish Policy



Oracle Iberica & Oracle Global Services

Last updated February 2022| Version 5.0  
December, 2016, Version 1.0  
Copyright © 2022, Oracle and/or its affiliates  
Confidential – Oracle Internal

## Table of contents

---

<b>Purpose</b>	<b>3</b>
<b>Terms and conditions</b>	<b>3</b>
<b>Request process</b>	<b>4</b>
<b>Useful Links</b>	<b>6</b>

## Purpose statement

This policy aims to improve our organizational efficiency and support the continuous development and learning process of our employees. It refers to the possibility for the employees to individually study English or Spanish language and it applies to Málaga employees only.

## TERMS AND CONDITIONS OF THE POLICY

Oracle shall reimburse to the employee a maximum of 600 euros per academic year (the academic year starts on October 1<sup>st</sup> and ends on September 30<sup>th</sup> of the following year) for English and Spanish courses only (one per academic year). If the budget is not used, this one is automatically transferred to the next academic year, summing up to the one of the current academic year, but the maximum budget that can be accumulated during the same academic year is 1200 euros.

- The employee can choose a school or teacher that best meets their needs, with the condition this one provides a legal invoice that can be validated by the company.
- Shared bills may not be submitted for several employees. If a school or individual gives classes to a group, an individual bill must be issued for each employee, and each must submit an expense report solely for their own subsidy.
- The financial assistance shall exceed at no time 100% of the amount paid by the employee, even though the employee does not use the total annual reimbursement limit to which they are entitled to.
- The rule for the reimbursement is that the employee has received the funded class or course. The company reserves the right to request that the employee or the language centre provide the necessary proof.
- If the employee leaves the company the accumulated allowance for training shall be automatically cancelled and may at no time be reimbursed.
- Only English or Spanish courses services shall be paid, i.e., this policy does not include under any circumstances the study of another language or the purchase of any kind of material such as books, audio-visual devices, manuals, etc.

# REQUEST PROCESS AND OPTIONS

## 1. STANDARD PROCESS VIA EXPENSES

- The English or Spanish courses taken with an external provider of the employee's choice; invoices shall be reimbursed via Expenses. If the trainings are provided by a company with Tax ID Number, the invoices shall be made out in the name of either ORACLE IBERICA, S.R.L. (Tax ID No.: B78361482) or Oracle Global Services Spain, S.L.U. (Tax ID No.: B-88358387), indicating the name of the student, the language, and the period to which the course corresponds.
  - If the classes are given by an individual teacher (with Foreign Resident Number), the bills shall be made out in the name of the employee.
  - An Expense report shall only be submitted for the total amount of the bill (or a lower amount if the amount exceeds the subsidy). Other expenses of another kind may not be submitted in the same Expense for this item. The type of expense to be used in the application should be Training. The invoice should be attached to the Expense report along with the e-mail containing the approval of [english-approval.es@oracle.com](mailto:english-approval.es@oracle.com), specifying the amount to be reimbursed. No language expenses shall be reimbursed without the approval of [english-approval.es@oracle.com](mailto:english-approval.es@oracle.com).
  - In case of new hires or terminations occurring during the academic year (1<sup>st</sup> of October to 30<sup>th</sup> of September of the following year), the reimbursement limit of 600 euros shall be proportional to the date of employment or termination, respectively.
  - Access the Expense report tool in Employee Self-Service.
  - Click on the settings icon to add your bank account where you want to receive your reimbursement.
  - Create a new report.
  - Add the purpose of the report: e.g., English/Spanish Course reimbursement and click on Save.
  - Click on Create Item to add the details of the invoice.
  - Type of report should be Training/Education.
  - Fill in all fields, add your invoice and English Approval Team approval e-mail as attachments and Save.
  - Submit the expense report for approval.
- ❖ For English, it will be further possible to obtain an additional subsidy of 1,400 € for higher spending on improving English. This improvement will be demonstrated through an appropriate certificate of TOEIC. If the employee

wishes to obtain an additional subsidy of 1.400 €, the following process shall be followed:

- All the bills for the year shall be kept.
- An official level test (TOEIC) shall be taken in June and a mark between 400 and 990 TOEIC points should be obtained.
- The progress targets to be achieved established for each level are references in the table below. For such purpose, a new official TOEIC assessment exam shall be taken in the following year in June. If the targets are achieved, the additional 1,400 € shall be obtained or a proportional part based on the final mark obtained.
- Only valid comparing the results of 2 previous years.
- Expenses over budget by academic period (600 € + accumulated in the previous period with a maximum of 1,200 €) will be approved following this procedure:
  - Bills between October and June of the current period: Request approval in June, after receiving the TOEIC score.
  - Bills between June and September: Request approval before the end of the current academic term.

Example:

- ❖ First test taken in September 2007. Initial mark: 600 points.
- Assessment test in September 2008. Mark obtained: 665 points. Points obtained 65. As the target points fixed for such level is 74, he/she has obtained 88% of the reimbursement, in other words, 1,232 € for English training for the year oct.07 - sep.08, to be added to the 600 € for such academic year. The total reimbursable allowance for the year Oct.07 –Sep.2008 is 1,832 €.

REFERENCE MARK *	(full year) Target progress
400-600	90
600-780	74
780-900	44
900-990	30

\*According to the surveys carried out by TOEIC

## 2. ALTERNATIVE BERLITZ LANGUAGE LEARNING CLASSES BY OTD

- This resource is independent from the local English language policy, to proceed with this alternative method for English study follow [the process](#) on the OTD page.

### USEFUL LINKS

- Frequent Q&A:  
<https://my.oracle.com/site/fin/gfo/GlobalProcesses/GPTD/cnt2745519.html#Expense1>
- Expense reporting videos in Otube:  
<https://otube.oracle.com/category/Expense+Reporting/3832>