

Merton Mencap

**Reimbursement of the costs of eyesight tests and
spectacles for VDU use**

Policy & Procedure

February 2012

Merton Mencap

Reimbursement of the costs of eyesight tests and spectacles for VDU use

Policy & Procedure

This policy and procedure has been adopted by Merton Mencap through its Executive Committee which remains responsible for its review.

Original signed version is kept at the Merton Mencap office.

Signed: _____ Date: _____

Name: _____

Chair of Executive Committee

Signed: _____ Date: _____

Name: _____

Chief Executive

Record of adoption and review of this policy and procedure:-

Adopted: 28 February 2012

Merton Mencap

Reimbursement of the costs of eyesight tests and spectacles for VDU use

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Policy

Merton Mencap recognises its responsibility to look after the health and safety of its staff (employees, bank workers and volunteers).

Staff using Visual Display Units (VDU) *as part of their core duties* may seek financial reimbursement from Merton Mencap to meet the cost of eyesight tests and to contribute to the cost of spectacles, if some are prescribed for VDU use.

This policy covers all types of display VDU's, including computer monitors and flat screens, and sets out the procedure staff should follow when requesting financial reimbursement from Merton Mencap in relation to eyesight testing and the cost of spectacles.

Reimbursement of the cost of eyesight testing may only be made in cases where staff have received prior agreement from the Chief Executive of Merton Mencap. Merton Mencap will not contribute towards the cost of existing spectacles or previous eyesight testing.

Merton Mencap will not contribute to the cost of contact lenses.

1. Eyesight tests

Staff are not required to take an eyesight test if they do not wish to.

If staff do wish to take an eyesight test and would like Merton Mencap to reimburse them for the cost of the test, they should follow the following procedure:-

- Before taking the test, staff should enquire at a registered optician as to the cost of an eyesight test in relation to VDU use
- Staff should inform their line manager of the cost of the eyesight test and request agreement for financial reimbursement from Merton Mencap for this cost
- Once financial reimbursement has been agreed by their line manager, staff may organise the eyesight test, after which they should pass Merton Mencap a written receipt to reflect their payment of the test, which will be reimbursed.

Eyesight tests may take place with the support of Merton Mencap as frequently as the optician recommends. If the frequency of the eyesight testing exceeds once every two years, however, Merton Mencap may review the situation with the member of staff concerned.

Merton Mencap may not reimburse staff for eyesight testing if the cost of the test exceeds the amount agreed with the staff member beforehand, or if sufficient evidence is not provided to show the eyesight test was paid by the staff member.

2. Spectacles

In cases where a registered optician prescribes spectacles suitable for VDU use, Merton Mencap will *contribute* to the cost of the spectacles, as stated below.

Spectacles prescribed for general use

In cases where staff are prescribed spectacles for general use, including for the correction of VDU vision, Merton Mencap will only pay for the cost equivalent to the least expensive spectacles available from the registered optician to correct VDU vision.

In such cases, staff should arrange for their registered optician to provide a written quote for the minimum cost of basic spectacles they provide for VDU use.

Spectacles prescribed for VDU use only

In cases where staff are prescribed spectacles for VDU use only, Merton Mencap will pay for the cost of the prescribed lenses, but will only pay for cost equivalent to the least expensive frames available from the registered optician.

In such cases, staff should arrange for their registered optician to provide a written quote for the prescribed lenses and for the minimum cost of the basic frames they could provide.

Extras

Merton Mencap will not pay for extras or special treatments such as tints or bi/vari-focal lenses unless the optician has provided written confirmation that they are needed for medical reasons.

Staff are responsible for the care of the spectacles and Merton Mencap will only pay for replacements of damaged spectacles in exceptional circumstances.