

## Vision Care

<b>Reviewed Date</b>		<b>Number</b>	HR0503
<b>Revised Date</b>	December 14, 2015	<b>Approved Date</b>	September 24, 1998

### Introduction

N/A

### Purpose

To inform health unit board of health members, employees and retirees of the parameters for SMDHU's vision care benefit.

### Legislative Authority

N/A

### Policy Definitions and Interpretation

**Retiree:** An employee who retires, is in receipt of SMDHU's pension, and who was in receipt of the vision benefit prior to retirement will be offered the employers vision plan until age 65.

### Policy

The Simcoe Muskoka District Health Unit will reimburse each employee, board member or retiree and their eligible dependents who are enrolled in the extended health benefit plan up to \$350.00 each, every 24 months for expenses incurred for the purchase of new, replacement or charges to repair existing prescription eyeglasses and sunglasses and purchase of contact lenses including fitting fees. An eligible employee may use their \$350 for corrective laser eye surgery, one time only. Non prescription eye wear is not covered. Employees and their dependents are also entitled to a maximum of \$85.00 each for basic routine eye exams every 24 months above and beyond the \$350.00 limit. If the eye examination exceeds \$85.00 the balance may not be taken from the extended health amount of \$350.00.

A 24 month period is determined from the original date of purchase or eye exam. For example, a purchase for \$350 is made on June 1, 2007. The 24 month period is June 1, 2007- May 31, 2009. The 24 month period will only remain constant if the future purchases are consistently made on June 1. If the next purchase did not happen until September 15, the 24 month period would change to September 15, 2009 – September 14, 2011.

### Procedures

1. Complete an expense report. (see Expense Report Policy) and attach original receipt marked paid and forward to Human Resources. Manager approval is not required.
2. Human Resources will confirm eligibility and adjust the expense report accordingly if required

3. The Human Resources Manager authorizes payment
4. The authorized expense report is submitted by Human Resources to finance for payment.
5. Employees with benefit coverage under a spouse's plan will follow the coordination of benefits process as explained in the extended health handbook. Employees requiring confirmation of payment for claiming any unpaid portion on their spouses plan will indicate this on the expense form.
6. Reimbursement is made within three weeks of approval of the claim.
7. An employee is responsible to know their eligibility and can confirm this information through Human Resources prior to making a purchase or having an eye exam. Claims submitted earlier than eligible will not be reimbursed until the date the employee is eligible.

***Related Policies***

FI0104 Expense Report

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

Revised: August 12, 2009

September 2010 Policy re-numbered, previous number B6.020

March 11, 2015 Policy Update

December 14, 2015 Policy Clarification Eye Exams