### VISION ASSESSMENT AND CORRECTION

### Application for Reimbursement

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| --- | --- |
| **Personal Details** |  |
| Name: …………………………………………………………………………….……………………………… |
| Faculty/Directorate: ……………………………………………………………..………………………………. |
| Job Title: …………………………………………………………………………..……………………………... |
| Employee Number: ………………………………… |
| **Eligibility** |  |
| I have attended the DSE Users’ Course | \*Yes/No |
| I am a University employee on an annual salary | \*Yes/No |
|  |  |
| **Claiming for Reimbursement** |  |
| I am attaching a valid itemised receipt  | *\*delete as appropriate*\*Yes/No |
| I have claimed for an eye test within the last two years. *(If yes, please include recommendation from your optician for more regular testing)* | \*Yes/No |
| I have claimed for reimbursement of spectacles within the last four years. *(If yes, please attach confirmation from your optician that there has been a change in prescription)* | \*Yes/No |
|  |  |
| **I have read the notes overleaf and am eligible for reimbursement.**Signed: ........................................................................................... Date: ............................. ***Reimbursement is made with salary in the month following submission of claim.*** |

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**Authorised by HR:** DSE Course Attendance Checked? Signed HR ……………………………

**Note to Payroll:** Please pay (\*delete as appropriate) **£18.00** **£70.00** **£88.00 or £……**

**VISION ASSESSMENT AND CORRECTION**

1. Users are designated under the Oxford Brookes University Health and Safety Notice 32 as a member of staff who habitually uses Display Screen Equipment as a significant part of their normal work. A more detailed definition is given in Appendix 1 of the notice.
2. Designated users must attend DSE users’ training, complete the ergonomic assessment and have their eyes tested as soon as possible after starting work for the University. Failure to do so may result in problems with reimbursement.
3. Staff who have resigned from the University’s service before examination will not be eligible to claim reimbursement. Similarly, staff with less than 6 months service at resignation will be requested to repay money previously reimbursed.
4. Receipts should be submitted within three months of the date of examination. Otherwise reimbursement may be refused.
5. If there is a disagreement whether financial assistance will be granted, the grievance procedure can be invoked.
6. If assistance is agreed the member of staff will be entitled to £18.00 towards the cost of sight examination and £70.00 towards the cost of corrective appliances.
7. If the member of staff uses the University’s designated optician (Gardiners, Osler Road, Headington) they will be entitled to:
8. Cost of eye test in full (£18.00)
9. £70.00 towards the cost of spectacles
10. substantial discount on the cost of spectacles. It is therefore to the advantage

of staff to use the designated optician

1. Eye tests will be reimbursed normally every two years. If shorter intervals are recommended, the optician will be required to provide confirmation in writing.
2. Provision of corrective appliances will normally be made every four years or more frequently if there is a change in the prescription. The optician will be required to provide confirmation in writing if a claim in made within four years.

**Guidelines for Claiming**

1. Contact Human Resources to check they have you recorded as a user. If they do, inform them that you would like to have your eyes tested. If they do not, go back to your Faculty/Directorate and find out who is your DSE assessor. Ask them to include you in their list of users.
2. Make an appointment with an optician of your choice. If you use Gardiners in Headington you can take advantage of a cheap eye test and substantial discounts negotiated for spectacles.
3. If you go to Gardiners you should inform them you are an OBU employee and take your staff identification card with you.
4. Regardless of who has tested your eyes, after your examination present your receipt(s), complete the form overleaf and send to Human Resources who will arrange to reimburse up to £18.00 for your eye test and £70.00 towards the cost of corrective appliances. Reimbursement will be made with salary.

*September 2019*